



Lake County Illinois

Legislation Details (With Text)

File #: 11-1321 **Version:** 1 **Name:** Office Supply Bid 11144
Type: resolution **Status:** Passed
File created: 12/19/2011 **In control:** Financial & Administrative Committee
On agenda: **Final action:** 1/17/2012

Title: Resolution authorizing a contract with Staples Contract & Commercial, Inc. for the purchase of office supplies for various Lake County departments in the estimated annual amount of \$350,000.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/17/2012	1	Lake County Board	adopted	Pass
1/11/2012	1	Financial & Administrative Committee	recommended for adoption to the consent agenda	Pass

Resolution authorizing a contract with Staples Contract & Commercial, Inc. for the purchase of office supplies for various Lake County departments in the estimated annual amount of \$350,000.

- Lake County desires to enter into a contract for the purchase of office supplies for Lake County.
- Lake County extended requests to 14 vendors and six bids were received.
- Bids were evaluated on an overall percent discount for either name brand and/or equivalent private label catalog and the net cost of 50 to 100 items.
- Vendors were provided a list of 317 items to price, based on an analysis of office supply purchases for the County. Fifteen percent of the items selected were universal (i.e. generic) brands.
- Staples was the lowest most responsive and responsible bidder with 100 percent match of items evaluated and a 65 percent discount on name brand catalog and 76 percent discount for universal brand and/or equivalent.
- The contract authorizes a two year agreement with three additional one year renewal options and will cost Lake County an estimated annual spend amount of \$350,000.

WHEREAS, in accordance with Section 5-102 of the Lake County Purchasing Ordinance, proposals were called for by publication for Lake County Office Supplies; and

WHEREAS, these services include the purchase of office supplies for Lake County; and

WHEREAS, subsequent to said publication, an Invitation to Bid was extended to 14 vendors; and

WHEREAS, sealed bids were received from six vendors and opened in the County Building, Waukegan, Illinois, on October 25, 2011 at 2:00 p.m.; and

WHEREAS, based on the criteria set forth in the Invitation to Bid; the staff evaluated all bid submittals and determined that the bid submitted by Staples Contract & Commercial, Inc. is the most

favorable bid for Lake County.

NOW, THEREFORE, BE IT RESOLVED, by this County Board of Lake County, Illinois, that the Purchasing Agent is authorized to enter into and negotiate a two year contract with three additional one year renewal options with Staples Contract & Commercial, Inc, for the purchase of office supplies in the estimated annual amount of \$350,000, charged to various Lake County accounts.

DATED at Waukegan, Lake County, Illinois, on January 17, 2012.