



# Lake County Illinois

## Legislation Text

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**File #:** 11-1321, **Version:** 1

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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.