



Lake County Illinois

Legislation Text

File #: 13-0502, **Version:** 1

Joint committee action item authorizing a contract extension with Cott Systems, Inc., Worthington, OH, for the Records Management Services contract for the Office of the Recorder of Deeds in the estimated annual amount of \$220,000.

- On April 11, 2006 the County Board approved a competitively solicited contract with Cott Systems, Inc., Worthington, 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.
- The contract extension provides for installation of two new web servers, two database servers, one SAN, two network switches and one data backup solutions.
- The cost per unit for indexing and imaging/scanning records has increased from \$1.46 to \$1.53.
- The Recorder of Deeds has maintained a long-standing, successful relationship with Cott Systems, Inc. and wishes to extend this contract.
- This is a budgeted item and will cost an estimated annual amount of \$220,000.

TO: Chair, Revenue, Records & Legislation Committee

FROM: RuthAnne K. Hall, Purchasing Agent

DATE: May 8, 2013

RE: Contract Extension with Cott Systems, Inc. for Records Management Services

1. On April 11, 2006 the County Board approved a competitively solicited contract with Cott Systems, Inc., Worthington, 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.
2. 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.
3. The contract extension provides for an initial cost of \$100,000 to install two new web servers, two database servers, one SAN, two network switches and one data backup solutions. The cost per unit for indexing and imaging/scanning records has increased from \$1.46 to \$1.53.
4. The Recorder of Deeds has maintained a long-standing, successful relationship with Cott Systems, Inc. and wishes to extend this contract.
5. This service costs an estimated \$220,000 per year, charged to account #260-2210010-71220-000-000-000000.