



# Lake County Illinois

## Legislation Details (With Text)

**File #:** 18-0629      **Version:** 1      **Name:** Records Management System and Services  
**Type:** resolution      **Status:** Passed  
**File created:** 5/30/2018      **In control:** Financial & Administrative Committee  
**On agenda:**      **Final action:** 6/12/2018  
**Title:** Resolution authorizing a two-year contract, with renewal options, with Cott Systems, Inc., Columbus, Ohio, (Cott Systems) for records management system and services for the Office of the Recorder of Deeds (Recorder of Deeds) in the estimated annual amount of \$200,000.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Cott Proposal, 2. Cott Award Information

| Date      | Ver. | Action By                            | Action   | Result |
|-----------|------|--------------------------------------|--|--------|
| 6/12/2018 | 1    | Lake County Board                    | adopted  | Pass   |
| 6/6/2018  | 1    | Financial & Administrative Committee | recommended for adoption to the consent agenda | Pass   |

Resolution authorizing a two-year contract, with renewal options, with Cott Systems, Inc., Columbus, Ohio, (Cott Systems) for records management system and services for the Office of the Recorder of Deeds (Recorder of Deeds) in the estimated annual amount of \$200,000.

- On April 11, 2006 the County Board approved a competitively solicited contract with Cott Systems to provide a turn-key records management service to support the Recorder of Deeds, which includes hardware, software, and annual maintenance required to operate the program.
- Cott Systems 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.
- 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.
- In accordance with Article 6, Section 102 of the Lake County Purchasing Ordinance, the Purchasing Agent approved a 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.
- This is a budgeted item and will cost an estimated annual amount of \$200,000.

## RESOLUTION

**WHEREAS,** On April 11, 2006 the County Board approved a competitively solicited contract with Cott Systems, Inc., Columbus, Ohio, (Cott Systems) 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; and

**WHEREAS,** Cott Systems 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; and

**WHEREAS**, 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 cost per unit for indexing and imaging/scanning records, which has decreased from \$1.46 to \$1.45; and

**WHEREAS**, 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.

**NOW, THEREFORE, BE IT RESOLVED**, by this County Board of Lake County, Illinois, that the Purchasing Agent is authorized to enter into a two-year contract, with annual renewals through July 8, 2023, with Cott Systems for records management system and services for the Office of the Recorder of Deeds in the estimated amount of \$200,000 charged to account #260-2210010-71220.

**DATED** at Waukegan, Illinois, June 12, 2018.