



# Lake County Illinois

## Legislation Details (With Text)

<b>File #:</b>	20-0877	<b>Version:</b>	1	<b>Name:</b>	Record Digitization Services
<b>Type:</b>	resolution	<b>Status:</b>	Passed		
<b>File created:</b>	6/29/2020	<b>In control:</b>	Law & Judicial Committee		
<b>On agenda:</b>		<b>Final action:</b>	7/14/2020		
<b>Title:</b>	Joint resolution authorizing a three-year agreement with three one-year renewal options with Exela, Irving, Texas, for record digitization services in the estimated annual amount of \$1,000,000.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. Award information.pdf, 2. Exela Services PSA 19028.pdf, 3. Exela Services SOW 7.1.2020.pdf, 4. 19028 Record Digitization Services.pdf, 5. 19028 Scoring Matrix for CB Approval.pdf, 6. HOV Inc vendor disclosure statement June 2020, 7. HOV Inc vendor disclosure statement updated 7.7.20				

Date	Ver.	Action By	Action	Result
7/14/2020	1	Lake County Board	adopted	Pass
7/9/2020	1	Financial & Administrative Committee	recommended for adoption to the regular agenda	Pass
7/7/2020	1	Law & Judicial Committee	approved and referred on to the Financial and Administrative Committee	Pass

Joint resolution authorizing a three-year agreement with three one-year renewal options with Exela, Irving, Texas, for record digitization services in the estimated annual amount of \$1,000,000.

- The Lake County Circuit Clerk and the Nineteenth Judicial Circuit Court seek the conversion of their current paper files to a digitized (pdf) format.
- The Lake County Purchasing Division received and evaluated Request for Proposals from five firms and interviews were held with the top three ranked firms.
- Following a comprehensive review of the submitted proposals and the interview presentations, Exela was identified as the most qualified and most favorable for Lake County.
- The contract provides unit pricing for scanning, converting and indexing current paper files to a digitized format by case. Converting the digitized documents into a microfilm format. Providing secure transportation of files to and from its off-site storage location.
- Funding for this contract is through the Document Storage Fund.

## RESOLUTION

**WHEREAS**, in accordance with Section 5-102 of the Lake County Purchasing Ordinance, proposals were called for by publication for Record Digitization Services for the Office of the Circuit Clerk; and

**WHEREAS**, subsequent to said publication, request for proposals were extended to thirty

vendors; and

**WHEREAS**, sealed proposals were received from five vendors and opened in the Lake County Administrative Building, Waukegan, Illinois, on April 30, 2019, at 11:00 a.m.; and

**WHEREAS**, based on the criteria set forth in the Request for Proposals, an Evaluation Committee selected Exela, Irving, Texas to be in the best interest of Lake County.

**NOW, THEREFORE BE IT RESOLVED** by this Lake County Board, that the Purchasing Agent is authorized and directed to execute on behalf of Lake County, an agreement, and any amendments, between Exela for Record Digitization Services for the Office of the Circuit Clerk.

**DATED** at Waukegan, Illinois on July 14, 2020.