



Lake County Illinois

Legislation Text

File #: 20-0877, Version: 1

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.