



Forest Preserve District of Cook County
Office of the Purchasing Agent

Sole Source Justification Form

General Information	Date: 9/22/21
Unit/Department: Planning and Development & Resource Mgmt.	Phone 708-771-1042
Contact Name: Garret Wais	Email: garret.wais@cookcountyll.gov

Vendor Information
Name: MicroSystems Inc.
Address: 625 Academy Drive Northbrook, IL 60062

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered.
Specialized storage services are needed to store and preserve historical documents used by the Planning and Development department. MicroSystems was originally used to create digital copies of these documents. And rather than pack and move the documents again, risking further damage or deterioration, storage services were required that were not available through the District. Microsystems has environmentally controlled rooms to keep documentation. This storage would be short term until P&D can determine that all scans were successful and no documents would need to be re-scanned. This request would be for a period no longer than 3 years. Over the 3 years the quality of the scans will be assessed and at the end of the term the District will determine the ideal organization to donate the historical documents to. In the past recipients of some of the Districts documents, and photos has been the University of Illinois Chicago.

Type. Please select one of the options and explain below.
<input type="checkbox"/> Single Source <input type="checkbox"/> Proprietary/Copyright Restrictions <input type="checkbox"/> Equipment Compatibility <input type="checkbox"/> Patented Product <input type="checkbox"/> Exclusive or Unique Capability <input type="checkbox"/> Other, please explain

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?
MicroSystems is not the only company with this service, but by leaving the documents with them there is no additional chance of damage or deterioration. Many of the documents are already severely deteriorate due to age (some dating back to the early 1900's). It would be in the best interest of the longevity of these historical documents to be moved as little as possible. They have all been through a scanning process to preserve their information. Storing the documents at a District facility is not an option since there are no climate controlled storage facilities.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.
Microsystems charges a competitive rate for 346 over-sized boxes for documentation storage. As mentioned above the cost to re-box, ship and store at another facility would most likely negate any cost savings at another facility, and may further damage already fragile documents. The period of this agreement will be short-term, no longer than 3 years.

Department Recommendation	
Requestor: Garret Wais	Date: 9/22/21
Department Head: <i>Chris Statteny</i>	Date: 10/21/2021

Purchasing Agent Officer Approval	
Signature: <i>Tom Corle</i>	Date:

7/25/13

Stephen
Hughes

Digitally signed by Stephen Hughes
DN: cn=Stephen Hughes, o=Forest
Preserves of Cook County, ou=FINANCE
and ADMINISTRATION,
email=stephen.hughes@cookcountyll.g
ov, c=US
Date: 2021.10.21 16:45:35 -05'00'

Lisa Lee
Digitally signed by
Lisa Lee
Date: 2021.10.21
16:47:48 -05'00'