



## Legislation Text

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**File #:** 21-0434, **Version:** 1

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### **PROPOSED CONTRACT**

**Department(s):** Department of Planning and Development

**Vendor:** Microsystems, Northbrook, Illinois

**Request:** Authorization for the Forest Preserves of Cook County (the "Forest Preserves") to enter into and execute

**Good(s) or Service(s):** Document Storage

**Contract Value:** \$4,359.60

**Contract Period:** 1/1/2022 - 12/31/2024

**Estimated Fiscal Impact:** FY 2021 \$4,359.60

**Accounts:** Professional Services 51001.520835

**Contract Number(s):** #74000009849

#### **Concurrences:**

The Chief Financial Officer has approved this item. Final agreement is subject to legal review and approval.

The Minority- and Women-owned Business Enterprise Ordinance is not applicable due to the contract value per year being equal to or less than \$25,000.00.

**District(s):** Districtwide

**Summary:** Authorization is requested to enter into a sole source agreement to store archival architectural and engineering drawings and documents in the vendor's climate-controlled facility for a maximum of three (3) additional years. The Forest Preserves has used this vendor since 2016. Major renovation of the Forest Preserves' General Headquarters in 2016 required the removal and digitization of archival documents. The original documents (three hundred forty-six (346) boxes, including some drawings dating back to the 1920s) have been stored at the vendor's climate-controlled storage facility since 2016.

Department of Planning and Development staff experienced difficulty accessing the digital documents and hired a software consultant in 2019 to develop a new application that has been in use for just over a year, but staff are still confirming the correctness and completeness of digitized records and would like to retain the originals for a few more years. There are no Forest Preserves climate-controlled storage warehouse options. Microsystems offered a competitive rate to store documents at their climate-controlled facility. Final agreement is subject to legal review and approval.