



Board of Commissioners of Cook County

118 North Clark Street
Chicago, IL

Legislation Details (With Text)

File #: 22-1994 **Version:** 1 **Name:** The Hensley Company, Chicago, Illinois
Type: Contract **Status:** Approved
File created: 2/22/2022 **In control:** Board of Commissioners
On agenda: 3/17/2022 **Final action:** 3/17/2022
Title: PROPOSED CONTRACT

Department(s): Cook County Clerk

Vendor: The Hensley Company, Chicago, Illinois

Request: Authorization for the Chief Procurement Officer to enter into and execute

Good(s) or Service(s): Vote by Mail Ballot Kits

Contract Value: \$5,082,124.00

Contract period: 4/1/2022- 3/31/2025, 3 year, with two (2) one (1) year renewal options

Potential Fiscal Year Budget Impact: FY 2022 \$2,112,383.00, FY 2023 \$485,225.10, FY 2024 \$2,484,515.90

Accounts:

FY 2022

11306.1110.35160.520490	\$417,973.20	External Graphic and Reproduction Services
11306.1110.53165.520800	\$1,694,409.80	Professional Services

FY 2023

11306.1110.35160.520490	\$485,225.10	External Graphic and Reproduction Services
-------------------------	--------------	--

FY 2024

11306.1110.35160.520490	\$2,484,515.90	External Graphic and Reproduction Services
-------------------------	----------------	--

Contract Number(s): 2105-11243

Concurrences:

The vendor has met the Minority- and Women-owned Business Enterprise Ordinance via direct participation and full MBE waiver. The Prime is a WBE firm.

The Chief Procurement Officer concurs.

Summary: This contract will allow Cook County Clerk Office to enter into a new contract with The Hensley Company for Vote by Mail Ballot Kits for Election that will be conducted in the years 2022, 2023, and 2024. The services require printing and mailing the Clerk's Vote by Mail Ballots. The Hensley Company will act as mailing house for the Clerk's Office by receiving mailing address data, printing the appropriate ballot, packaging the ballot with other materials, such as instructions, printing and affixing mailing and intelligent Mail barcode ("IMB) labels, quality controlling the mailing process and mailing the vote by mail ballot and materials to the applicant. The Hensley Company must code ballots and package for each unique Election.

In accordance with the Cook County Procurement Code, the Office of the Chief Procurement Officer issued a publicly advertised competitive bid to procure Vote by Mail Ballot Kits. The Hensley Company

was the only responsive and responsible bidder.

Sponsors:

Indexes: (Inactive) KAREN A. YARBROUGH, County Clerk

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
3/17/2022	1	Board of Commissioners	approve	Pass

PROPOSED CONTRACT

Department(s): Cook County Clerk

Vendor: The Hensley Company, Chicago, Illinois

Request: Authorization for the Chief Procurement Officer to enter into and execute

Good(s) or Service(s): Vote by Mail Ballot Kits

Contract Value: \$5,082,124.00

Contract period: 4/1/2022- 3/31/2025, 3 year, with two (2) one (1) year renewal options

Potential Fiscal Year Budget Impact: FY 2022 \$2,112,383.00, FY 2023 \$485,225.10, FY 2024 \$2,484,515.90

Accounts:

FY 2022

11306.1110.35160.520490 \$417,973.20 External Graphic and Reproduction Services
11306.1110.53165.520800 \$1,694,409.80 Professional Services

FY 2023

11306.1110.35160.520490 \$485,225.10 External Graphic and Reproduction Services

FY 2024

11306.1110.35160.520490 \$2,484,515.90 External Graphic and Reproduction Services

Contract Number(s): 2105-11243

Concurrences:

The vendor has met the Minority- and Women-owned Business Enterprise Ordinance via direct participation and full MBE waiver. The Prime is a WBE firm.

The Chief Procurement Officer concurs.

Summary: This contract will allow Cook County Clerk Office to enter into a new contract with The Hensley Company for Vote by Mail Ballot Kits for Election that will be conducted in the years 2022, 2023, and 2024. The services require printing and mailing the Clerk’s Vote by Mail Ballots. The Hensley Company will act as mailing house for the Clerk’s Office by receiving mailing address data, printing the appropriate ballot, packaging the ballot with other materials, such as instructions, printing and affixing mailing and intelligent Mail barcode (“IMB) labels, quality controlling the mailing process and mailing the vote by mail ballot and materials to the applicant. The Hensley Company must code ballots and package for each unique Election.

In accordance with the Cook County Procurement Code, the Office of the Chief Procurement Officer issued a publicly advertised competitive bid to procure Vote by Mail Ballot Kits. The Hensley Company was the only responsive and responsible bidder.