



Board of Commissioners of Cook County

118 North Clark Street
Chicago, IL

Legislation Text

File #: 13-2082, **Version:** 1

PROPOSED PAYMENT APPROVAL

Department(s): Clerk of the Circuit Court

Request: Payment Approval

Payee: Neopost USA Inc, Chicago, Illinois

Good(s) or Service(s): Maintenance coverage

Fiscal Impact: \$4,618.28

Accounts: 335-440

Contract Number(s): N/A

Summary: The services were to provide maintenance coverage for mailroom equipment. The proposed renewal invoice for the equipment was received subsequent to the scheduled renewal period. Once the invoice was received the Clerk of the Circuit Court (Clerk's Office) requested for a portion of the maintenance cost to be removed from the proposed amount due to the equipment software and hardware being obsolete. Additionally, in an effort to generate cost savings and due to infrequent equipment breakdowns the Clerk's Office contacted the vendor to request for all maintenance costs to be removed. Upon receiving the new invoices it was discovered that the invoice amount included maintenance costs for the entire year instead of a pro-rated amount up to the date the vendor received the Clerk's Office notification request. The revised invoices were recently received, totaling \$4,618.28. Due to the Direct Pay limit the Clerk's Office would exceed the \$5,000 direct pay amount.