



# Board of Commissioners of Cook County

118 North Clark Street  
Chicago, IL

## Legislation Text

---

**File #:** 21-0382, **Version:** 1

---

### **PROPOSED CONTRACT AMENDMENT**

**Department(s):** Office of the Public Guardian, Circuit Court of Cook County

**Vendor:** Quadient, Inc., Milford, Connecticut

**Request:** Authorization for the Chief Procurement Officer to Renew & Increase contract

**Good(s) or Service(s):** Leasing of Postage Machines & Meters for Public Guardian Office

**Original Contract Period:** 11/22/2017 - 12/5/2019, with two (2), one (1) year renewal options

**Proposed Amendment Type:** Renewal and Increase

**Proposed Contract Period:** Renewal period 12/6/2020 - 12/5/2021

**Total Current Contract Amount Authority:** \$26,994.24

**Original Approval (Board or Procurement):** Procurement, 11/22/2017, \$17,996.16

**Increase Requested:** \$8,998.09

**Previous Board Increase(s):** N/A

**Previous Chief Procurement Officer Increase(s):** 2/4/2020, \$8,998.08

**Previous Board Renewals:** N/A

**Previous Chief Procurement Officer Renewals:** 2/4/2020, 12/6/2019-12/5/2020

**Previous Board Extension(s):** N/A

**Previous Chief Procurement Officer Extension(s):** N/A

**Potential Fiscal Impact:** FY2021 \$8,998.09

**Accounts:** Office and Data Processing Equipment Rental Account. 11100.1305.35325.550010 & 11100.1305.35320.550010

**Contract Number(s):** 1718-16372

#### **Concurrences:**

The contract-specific goal set on this contract was zero.

The Chief Procurement Officer concurs.

**Summary:** The Public Guardian's Office is required by law to notify clients and wards, family members, and foster parents of court dates. Furthermore, the department is required to serve legal documents on opposing counsel which requires mailing legal documents. Also, as many individuals requiring notice of proceedings in child protection, adult guardianship and domestic relations matters are not proficient in using electronic mail. Mailing legal documents via the US Postal Service ensures appropriate legal notice is provided of proceedings. The Public Guardian's Office is exercising a renewal option for current contract 1718-16372.

This contract was awarded through the competitive bidding process in accordance with the Cook County Procurement Code. Quadient was the lowest, responsive and responsible bidder.