



Board of Commissioners of Cook County

118 North Clark Street
Chicago, IL

Legislation Text

File #: 15-0417, **Version:** 1

PROPOSED CONTRACT

Department(s): Bureau of Administration, Printing and Graphic Services (PGS)

Vendor: Genoa Business Forms, Sycamore, Illinois

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

Good(s) or Service(s): Printing of Carbonless Forms

Contract Value: \$ 431,572.80

Contract period: 1/01/2015 - 12/31/2016, with three (3), one (1) year renewal options

Potential Fiscal Year Budget Impact: FY2015 \$215,786.40, FY2016 \$215,786.40

Accounts: 530750

Contract Number(s): 1435-13499

Concurrences:

The vendor has met the Minority and Women Owned Business Enterprise Ordinance.

The Chief Procurement Officer concurs.

Summary: Competitive bidding procedures were followed in accordance with the Procurement Code. On 8/25/2014, bids were solicited to purchase carbonless form printing services. Genoa Business Forms was the lowest, responsive and responsible bidder.

Carbonless form printing requests are submitted by various County departments including the Clerk of the Court, Sheriff, Health and Hospitals, State's Attorney, and Adult Probation to the Bureau of Administration Printing and Graphic Services (PGS). This contract will provide printing of carbonless forms for approximately 100 medium to large quantity orders annually. This contract will also provide a 10% to 40% savings depending on the quantity of each order.