



Legislation Text

File #: 19-228, **Version:** 1

MEMORANDUM

TO: Board of Supervisors

FROM: Richard Ford, Assessor-Recorder

DATE: April 9, 2019

SUBJECT: (a) Waive the formal bidding process, pursuant to Lake County Code Section 38.2, as it is not in the public interest due to the unique nature of goods or service (b) Approve Agreement between the County of Lake and Kofile for the preservation of historical documents required for business in the amount of \$34,762.56 and authorize Assessor-Recorder to sign Agreement

EXECUTIVE SUMMARY:

I am requesting the ability to proceed with services provided by Kofile without going through the competitive bidding process. The services in questions are to rebind, deacidify and scan, if needed, historic documents within the Recorder's office. Kofile is the only vendor that we are aware that provides these services. Kofile is the vendor that has restored and rebound other documents in our office.

I am requesting that GC code, Chapt. 2, Art. X, 38.2 be applied using provision 2 and 3 of the code. This code states "Not in the public interest. Notwithstanding the provisions of Section 2-39, competitive bidding is not required when the Board of Supervisors determines that competitive bidding would not be in the public's interest because of any of the following:

- (1) A state of emergency,
- (2) The unique nature of the goods or services precludes competitive bidding,
- (3) A determination that competitive bidding would produce no economic benefit to the County.

I believe that competitive bidding would not result in a different outcome and if another vendor was selected that end product would differ and possibly not have the same utility value needed in the office. These books and bindings are unique in nature and standard book binding would be insufficient due to the requirement to deacidify some or all the documents. I feel no economic benefit would exist proceeding with another vendor and would possible cause productive time loss to run the Request for Proposal process.

Please approve my request.

FISCAL IMPACT (Narrative): \$34,762.56 Cost spread between fiscal years 2018-19 and 2019-20.

STAFFING IMPACT (if applicable): The cost will be paid out of fund 183. Fund 183 is set aside to modernize the Recorder's office. There is no General Fund impact.

RECOMMENDED ACTION:

(a) Waive the formal bidding process, pursuant to Lake County Code Section 38.2, as it is not in the public interest due to the unique nature of goods or service (b) Approve Agreement between the County of Lake and Kofile for the preservation of historical documents required for business in the amount of \$34,762.56 and authorize Assessor-Recorder to sign Agreement.