



Baldwin County Commission

Legislation Text

File #: 22-1520, Version: 1

Meeting Type: BCC Regular Meeting

Meeting Date: 9/20/2022

Item Status: New

From: Wanda Gautney, Purchasing Director / Deidra Hanak, Purchasing Director

Submitted by: Susan Kilby-Aaron, Assistant Purchasing Director

ITEM TITLE

Request for Proposals (RFP) for Temporary Clerical and Labor Services for the Baldwin County Commission

STAFF RECOMMENDATION

Award the Request for Proposals (RFP) for Temporary Clerical and Labor Services to the lowest responsible bidder, **Blue Arbor, Inc.**, as per the Fee Schedule and authorize the Chairman to execute the Contract. (Contract is effective for thirty-six (36) months upon full execution.)

BACKGROUND INFORMATION

Background: The Commission approved during the June 21, 2022, meeting the Requests for Proposal (RFP) for Temporary Clerical and Labor Services. The RFPs were received in the Purchasing Office on August 8, 2022, at 2:00 P.M. Nine (9) firms submitted a proposal. One (1) proposal was received after the August 8, 2022, deadline and will be returned to the vendor unopened. The RFPs were tabulated based on the information and pricing provided. The lowest prices were received from Blue Arbor, Inc. Staff recommends the Commission award the RFP to Blue Arbor, Inc. as per the attached Fee Schedule and authorize the Chairman to execute the Contract. RFP Tabulation attached for review.

Previous Commission action/date:

06/21/2022 meeting: Approved the Request for Proposals (RFP) for Temporary Clerical and Labor Services and authorized the Purchasing Director to advertise the RFP.

FINANCIAL IMPACT

Total cost of recommendation: Variable

Budget line item(s) to be used: Various Department Budgets

If this is not a budgeted expenditure, does the recommendation create a need for funding?

N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?

Standard County Contract

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

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Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: 09/20/2022

Individual(s) responsible for follow up: Wanda Gautney, Purchasing Director

Action required (list contact persons/addresses if documents are to be mailed or emailed):

Letter to Vendors

Additional instructions/notes: N/A