



# Baldwin County Commission

## Legislation Text

---

File #: 18-0341, Version: 1

---

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 6/19/2018

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Teddy Faust, Revenue Commissioner

**Submitted by:** Wanda Gautney

---

### **ITEM TITLE**

Competitive Bid #WG16-32 - Provision of Off-site Printing, Imaging and Mailing of Tax Notices for the Baldwin County Revenue Commissioner

### **STAFF RECOMMENDATION**

Extend Bid #WG16-32 - Provision of Off-Site Printing, Imaging and Mailing of Annual Tax Notices for the Baldwin County Revenue Commissioner with Peregrine Corporation, for an additional twelve (12) months at the same prices and terms stated in the bid specifications as was awarded on June 21, 2016. The extension will expire on June 21, 2019.

### **BACKGROUND INFORMATION**

#### **Previous Commission action/date:**

**04/19/16 meeting:** 1) Approved the specifications and authorized the Purchasing Manager to place a competitive bid for the Provision of Off-Site Printing, Imaging and Mailing of Tax Notices for the Baldwin County Commission; and 2) Further, authorized the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums for clarifications if required after the bid is advertised.

**06/21/16 meeting:** Awarded the bid to the lowest bidder, **Peregrine Corporation**, for the Provision of off-site Printing, Imaging and Mailing of Tax Notices per the attached Award Listing.

**06/22/17 meeting:** Extended Bid #WG16-32 - Provision of Off-site Printing, Imaging and Mailing of the Annual Tax Notices for the Baldwin County Revenue Commissioner with **Peregrine Corporation**, for an additional twelve (12) months at the same prices and terms stated in the bid specifications as was awarded on June 21, 2016. The extension will expire on June 21, 2018.

**Background:** Revenue Commissioner, Teddy Faust is requesting that the Commission extend the bid for the Provision of Off-Site Printing, Imaging and Mailing of Tax Notices for his department that was awarded on June 21, 2016 for an additional twelve (12) months. The bid specifications contained a stipulation that the bid could be extended for two (2) additional twelve (12) month periods by the Commission at their option, if acceptable by the vendor. The vendor, Peregrine Corporation who was awarded the bid has submitted an email agreeing to extend the bid prices for an additional

twelve (12) months. The extension will expire on June 21, 2019.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** approximately \$158,000.00 per year

**Budget line item(s) to be used:** 51600 and 51810

**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?**  
N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

**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:** 06/19/2018

**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 Vendor

**Additional instructions/notes:** N/A