



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 20-0660      **Version:** 1

**Type:** Consent      **Status:** Passed

**File created:** 1/28/2020      **In control:** Baldwin County Commission Regular

**On agenda:** 2/4/2020      **Final action:** 2/4/2020

**Title:** Competitive Bid #WG19-21 - Provision of Off-site Printing, Mailing and Automated Management of the Baldwin County Probate Renewal Notices

**Indexes:**

**Attachments:** 1. Email Peregrine Corp., 2. WG19-21 Award Listing

Date	Ver.	Action By	Action	Result
2/4/2020	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 2/4/2020

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Probate Judge Chief Clerk, Dean Mott/Probate Judge Deputy Chief, Sara Peden

**Submitted by:** Wanda Gautney, Purchasing Director

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### **ITEM TITLE**

Competitive Bid #WG19-21 - Provision of Off-site Printing, Mailing and Automated Management of the Baldwin County Probate Renewal Notices

### **STAFF RECOMMENDATION**

Extend Bid #WG19-21 - Provision of Off-site Printing, Mailing and Automated Management of the Baldwin County Probate Renewal Notices with Peregrine Corporation, for an additional twelve (12) months at the same prices and terms stated in the original bid specifications as was awarded on February 19, 2019. The extension will expire on February 19, 2021.

### **BACKGROUND INFORMATION**

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

01/15/2019 meeting: 1) Approved the specifications and authorized the Purchasing Director to place a competitive bid for the Provision of Off-site Printing, Mailing and Automated Management of the Probate Renewal Notices; and 2) Further, authorized the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the bid is advertised.

02/19/2019 meeting: Awarded the bid to Peregrine Corporation for the Provision of Off-Site Printing, Mailing and Automated Management of the Baldwin County Probate Renewal Notices as per the

attached Award Listing.

**Background:** The Probate Office is requesting that the Commission extend the bid for the Provision of Off-Site Printing, Mailing and Automated Management of the Probate Renewal Notices that was awarded on February 19, 2019 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 February 19, 2021. Award Listing attached for review.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** approximately \$25,000.00/year

**Budget line item(s) to be used:** 51300

**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:** 02/04/2020

**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