



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 20-0920 **Version:** 1  
**Type:** Other Staff Recommendations **Status:** Passed  
**File created:** 3/6/2020 **In control:** Baldwin County Commission Regular  
**On agenda:** 4/7/2020 **Final action:** 4/7/2020  
**Title:** Competitive Bid #WG19-32 - Provision of Services to Convert Microfilm to Digital Images for the Baldwin County Revenue Commission

**Indexes:**

**Attachments:** 1. Email Scanning America 3.6.20, 2. WG19-32 Contract, 3. WG19-32 Award Listing

| Date     | Ver. | Action By                         | Action   | Result |
|----------|------|-----------------------------------|----------|--------|
| 4/7/2020 | 1    | Baldwin County Commission Regular | Approved |        |

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 4/7/2020

**Item Status:** New

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

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

### ITEM TITLE

Competitive Bid #WG19-32 - Provision of Services to Convert Microfilm to Digital Images for the Baldwin County Revenue Commission

### STAFF RECOMMENDATION

Extend Competitive Bid #WG19-32 - Provision of Services to Convert Microfilm to Digital Images for the Baldwin County Revenue Commission with **Scanning America, Inc.**, for an additional twelve (12) months at the same prices and terms stated in the original bid award on May 21, 2019. The Contract extension will expire on May 21, 2021.

### BACKGROUND INFORMATION

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

03/19/2019 meeting: 1) Approved the specifications and authorized the Purchasing Director to place a competitive bid for the Provision of Services to Convert Microfilm to Digital Images; and 2) Further, authorized the Chairman/ Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addenda or clarifications if required after the bid is advertised.

05/21/2019 meeting: Awarded the bid to the lowest bidder, Scanning America, Inc., for the Provision of Services to convert Microfilm to Digital Images as follows and authorize the Chairman to execute the Contract. Cost per Digitally converted Microfilm Image: \$0.008 per Image; Image Scanner Model: NextScan Eclipse 1200.

**Background:** The Revenue Commissioner, Teddy Faust, is requesting that the Commission extend the bid for the Provision of Services to Convert Microfilm to Digital Images for the Baldwin County Revenue Commission with Scanning America, Inc., that was awarded on May 21, 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. Any additional contract or extensions will be at the same prices, terms and conditions stated in the bid. The vendor, Scanning America, Inc., has submitted an email agreeing to extend the bid prices for an additional twelve (12) months. The Contract extension will expire on May 21, 2021. Award Listing attached for review.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** estimated \$20,000.00

**Budget line item(s) to be used:** 51810.5499.3

**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:** 04/07/2020

**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