



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 22-1520      **Version:** 1

**Type:** Consent      **Status:** Agenda Ready

**File created:** 9/9/2022      **In control:** Baldwin County Commission Regular

**On agenda:** 9/20/2022      **Final action:**

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

**Indexes:**

**Attachments:** 1. Blue Arbor, Inc. Award Listing, 2. Blue Arbor, Inc. RFP Tabulation Temporary Labor Services, 3. Blue Arbor, Inc. Contract RFP Temporary Clerical and Labor Services (REDACTED)

Date	Ver.	Action By	Action	Result
9/20/2022	1	Baldwin County Commission Regular		

**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

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### 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