



# Baldwin County Commission

## Legislation Text

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**File #:** 18-0200, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 6/5/2018

**Item Status:** New

**From:** Wanda Gautney/Junius Long

**Submitted by:** Wanda Gautney

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### ITEM TITLE

Competitive Bid #WG18-24 - Provision of Elevator Maintenance Services for the Baldwin County Commission

### STAFF RECOMMENDATION

Award the bid to the lowest bidder, Otis Elevator Company, for the Provision of Elevator Maintenance Services as per the attached Award Listing and authorize the Chairman to execute the Contract. (Contract effective the same date as its full execution for 24 months).

### BACKGROUND INFORMATION

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

04/17/2018 meeting: 1) Approved the specifications and authorized the Purchasing Director to place a competitive bid for the Provision of Elevator Maintenance Services for the Baldwin County Commission; and 2) Further, authorize the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the bid is advertised.

#### **Background:**

Bids opened in the Purchasing Conference Room on May 10, 2018, at 1:30 P.M. Two (2) bids were received. The lowest bid was received from Otis Elevator Company, for the elevator maintenance services on elevators located in all county buildings. The State of Alabama requires that all elevators be inspected and tagged. Recommend the Commission award the bid to the lowest bidder, Otis Elevator Company, for twenty-four (24) months as per the attached Award Listing and authorize the Chairman to execute the Contract. Bid Tabulation attached.

### FINANCIAL IMPACT

**Total cost of recommendation:** \$15,480.00 per year

**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? Yes

Reviewed/approved by: David Conner has reviewed the Contract and his recommended revisions were made.

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 6/5/2018

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 Bidders

Additional instructions/notes: N/A