



# Baldwin County Commission

## Legislation Text

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File #: 19-0437, Version: 1

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**Meeting Type:** BCC Work Session

**Meeting Date:** 1/8/2019

**Item Status:** New

**From:** Wanda Gautney/Judge of Probate, Sara Peden

**Submitted by:** Wanda Gautney

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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**

Take the following actions:

- 1) Approve the specifications and authorize the Purchasing and Grants Manger to place a competitive bid for the Provision of Off-site Printing, Mailing and Automated Management of the Probate Renewal Notices; 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 INFORMATION**

**Previous Commission action/date:** N/A

**Background:** This is an annual bid. Recommend the Commission approve the specifications and authorize the Purchasing/Grants Manager to place a competitive bid for the Provision of Off-Site Printing, Mailing and Automated Management of the Baldwin County Probate Renewal Notices.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**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:** 01/15/2019

**Individual(s) responsible for follow up:** Wanda Gautney/Purchasing Director

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**

Mail Bids

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