



# Baldwin County Commission

## Legislation Text

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**File #:** 19-0880, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 3/19/2019

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Teddy Faust, Revenue Commissioner/Brian Peacock, CIS Director

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

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### **ITEM TITLE**

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

### **STAFF RECOMMENDATION**

Take the following actions:

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

### **BACKGROUND INFORMATION**

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

**Background:** The Revenue Commissioner, Teddy Faust, has requested that a competitive bid be placed for services relating to converting their microfilm to digital images project. The scope of work is to convert approximately 2,147,400 microfilm images of public records to digital PDF file format. Recommend the Commission approve the specification and authorize the Purchasing Director to place a competitive bid.

### **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:** 03/19/2019

**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 Bid

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