



# Baldwin County Commission

## Legislation Text

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**File #:** 19-1121, **Version:** 1

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**Meeting Type:** BCC Work Session

**Meeting Date:** 5/14/2019

**Item Status:** New

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

Award 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 INFORMATION**

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

03/19/19 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.

**Background:** Bids opened in the Purchasing Conference Room on April 12, 2019, at 1:30 P.M. Eight (8) bids were received. The lowest bid was received from Scanning America, Inc. The scope of work is to convert approximately 2,147,400 microfilm images of public records to digital PDF file format. Recommend the Commission award the bid to the lowest bidder, Scanning America, Inc., as per the attached bid tabulation and authorize the Chairman to execute the Contract.

Twenty (20) Vendors registered on the County website were notified by email and sent a postcard, via U.S. Postal Service notifying them of this solicitation.

### **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?**  
Standard County Contract

**Reviewed/approved by:** David Conner

**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:** 05/21/2019

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

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

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