



Baldwin County Commission

Legislation Text

File #: 19-1241, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 5/21/2019

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

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