



# Baldwin County Commission

## Legislation Text

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**File #:** 19-1250, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 5/21/2019

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Deidra Hanak, Personnel Director

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

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### **ITEM TITLE**

Request for Proposals (RFP) for Temporary Clerical and Labor Services for the Baldwin County Commission

### **STAFF RECOMMENDATION**

Award the Request for Proposals (RFP) for Temporary Clerical and Labor Services to the lowest responsible bidder, **South Alabama Regional Planning Commission**, as per the attached Fee Schedule and authorize the Chairman to execute the Contract for thirty-six (36) months. (Contract effective upon full execution.)

### **BACKGROUND INFORMATION**

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

03/06/19 meeting: Approved the attached Request for Proposal (RFP) for Temporary Clerical and Labor Services and authorized the Purchasing Director to advertise the RFP.

**Background:** The Commission approved during their March 6, 2019 meeting, the Requests for Proposal (RFPs) for Temporary Clerical and Labor Services. The RFPs were received in the Purchasing Office on April 3, 2019, at 3:00 P.M. Eight (8) firms submitted a proposal. The RFPs were tabulated based on the information and pricing provided. The lowest prices were received from R & M Staffing but they were unable to comply with the insurance requirements listed in the RFP. South Alabama Regional Planning Commission was the next lowest responsible bidder with an office located near Baldwin County. Recommend the Commission award the RFP to South Alabama Planning Commission as per the attached Fee Schedule and authorize the Chairman to execute the Contract.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** Variable

**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?**  
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 Vendors

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