



# Baldwin County Commission

## Legislation Text

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**File #:** 19-1557, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 7/2/2019

**Item Status:** New

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

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

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### **ITEM TITLE**

Competitive Bid #WG19-41 - Provision of Off-site Printing, Imaging and Mailing of Tax Notices for the Baldwin County Revenue Commissioner

### **STAFF RECOMMENDATION**

Award the bid to the lowest bidder, **Peregrine Corporation**, for the Provision of Off-Site Printing, Imaging and Mailing of Tax Notices per the attached Award Listing.

### **BACKGROUND INFORMATION**

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

05/21/2019 meeting: 1) Approved the specifications and authorized the Purchasing Manager to place a competitive bid for the Provision of Off-Site Printing, Imaging and Mailing of Tax Notices for the Baldwin County Commission; and 2) Further, authorized the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums for clarifications if required after the bid is advertised.

**Background:** Bids were opened in the Purchasing Conference Room on June 11, 2019, at 2:30 P.M. Two (2) bids were received. The lowest bid was received from Peregrine Corporation. Recommend the Commission award the bid to the lowest bidder, Peregrine Corporation, as per the attached Award Listing. Bid Tabulation attached.

One-Hundred Thirty-eight (138) Vendors registered on the County website and were notified by email as well as sent a postcard, via U.S. Postal Service notifying them of this solicitation.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** Approximately \$158,000.00

**Budget line item(s) to be used:** 51600 & 51810

**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:** 07/02/2019

**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