



# Baldwin County Commission

## Legislation Text

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**File #:** 19-2207, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 10/15/2019

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Brian Peacock, CIS Director/Probate Judge, Harry D'Olive

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

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### **ITEM TITLE**

Competitive Bid #WG19-52 - Provision of Onsite Document Scanning/Digital Image and Indexing Conversion Services for the Baldwin County Judge of Probate

### **STAFF RECOMMENDATION**

Award the bid to the lowest bidder, **Business Systems & Consultants, Inc.**, for the Provision of Onsite Document Scanning/Digital Image and Indexing Conversion Services for the Baldwin County Judge of Probate as follows and authorize the Chairman to execute the Contract.

**Total Cost per image per document: \$0.46 per Image**

**Image Scanner Model: Canon G-1100/Panasonic KV-S8147 or Book Eye Scanner**

### **BACKGROUND INFORMATION**

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

08/20/2019 meeting: 1) Approved the specifications and authorized the Purchasing Director to place a competitive bid for the Provision of Onsite Document Scanning/Digital Image and Indexing Conversion Services for the Baldwin County Judge of Probate; and 2) Further, authorized the Chairman/ Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the bid is advertised.

**Background:** Bids opened in the Purchasing Conference Room on Thursday, September 19, 2019, at 1:30 P.M. Four (4) bids were received. The lowest bid was received from Business Systems & Consultants, Inc. The scope of work is to convert approximately 46,700 pages from the old Deed Books, Marriage Books and Marriage Records to digital images per Code of Alabama, Section 12-13-46, that states "The probate judge, deeming it necessary to recopy or rebind any books in his office, including maps or plats, in order to secure their contents from damage or loss must submit the same to the examination of the county commission, which, if it deems such rebinding or recopying necessary must, upon its minutes, order the same to be made, and the probate judge must make the same in good and substantial books or binding and the county commission must allow him a reasonable compensation therefore."

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. Bid Tabulation attached for review.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** Estimated \$23,000.00

**Budget line item(s) to be used:** 51300

**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, County Attorney

**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:** 10/15/2019

**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