



Baldwin County Commission

Legislation Text

File #: 20-0497, **Version:** 1

Meeting Type: BCC Work Session

Meeting Date: 1/28/2020

Item Status: New

From: Wanda Gautney, Purchasing Director/Probate Judge Chief Clerk, Dean Mott/Probate Judge Deputy Chief, Sara Peden

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Competitive Bid #WG19-21 - Provision of Off-site Printing, Mailing and Automated Management of the Baldwin County Probate Renewal Notices

STAFF RECOMMENDATION

Extend Bid #WG19-21 - Provision of Off-site Printing, Mailing and Automated Management of the Baldwin County Probate Renewal Notices with Peregrine Corporation, for an additional twelve (12) months at the same prices and terms stated in the original bid specifications as was awarded on February 19, 2019. The extension will expire on February 19, 2021.

BACKGROUND INFORMATION

Previous Commission action/date:

01/15/2019 meeting: 1) Approved the specifications and authorized the Purchasing Director to place a competitive bid for the Provision of Off-site Printing, Mailing and Automated Management of the Probate Renewal Notices; 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.

02/19/2019 meeting: Awarded the bid to Peregrine Corporation for the Provision of Off-Site Printing, Mailing and Automated Management of the Baldwin County Probate Renewal Notices as per the attached Award Listing.

Background: The Probate Office is requesting that the Commission extend the bid for the Provision of Off-Site Printing, Mailing and Automated Management of the Probate Renewal Notices that was awarded on February 19, 2019 for an additional twelve (12) months. The bid specifications contained a stipulation that the bid could be extended for two (2) additional twelve (12) month periods by the Commission at their option, if acceptable by the vendor. The vendor, Peregrine Corporation who was awarded the bid has submitted an email agreeing to extend the bid prices for an additional twelve (12) months. The extension will expire on February 19, 2021. Award Listing attached for review.

FINANCIAL IMPACT

Total cost of recommendation: approximately \$25,000.00/year

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?
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: 02/04/2020

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 Vendor

Additional instructions/notes: N/A