



# Baldwin County Commission

## Legislation Text

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File #: 20-0944, Version: 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 3/17/2020

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Terri Graham, Solid Waste Director

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

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### **ITEM TITLE**

Competitive Bid #WG19-23 - Provision of Off-Site Printing, Mailing and Automated Management of the Quarterly Statements/Late Notices for Baldwin County Solid Waste Collections

### **STAFF RECOMMENDATION**

Extend Bid #WG19-23 - Provision of Off-Site Printing, Mailing and Automated Management of the Quarterly Statements/Late Notices for Baldwin County Solid Waste Collections with **SouthData, Inc.**, for an additional twelve (12) months at the same prices and terms stated in the original bid specifications awarded on April 2, 2019. The extension will expire on April 2, 2021.

### **BACKGROUND INFORMATION**

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

02/05/2019 meeting: 1) Approved the specifications and authorized the Purchasing Director to place a competitive bid for Provision of Off-Site Printing, Mailing and Automated Management of the Quarterly Statements/Late Notices for Baldwin County Solid Waste Collections; 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.

04/02/2019 meeting: Awarded the bid to the lowest bidder, SouthData, Inc., for the Provision of Off-Site Printing, Mailing and Automated Management of the Quarterly Statements/Late Notices for Baldwin County Solid Waste Collections as per the attached Award Listing.

**Background:** Staff recommends the Commission extend the bid for the Provision of Off-Site Printing, Mailing and Automated Management of the Quarterly Statements/Late Notices for Solid Waste Collections that was awarded on April 2, 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, SouthData, Inc., 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 April 2, 2021. Award Listing attached for review.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** Approximately \$142,000.00 per year

**Budget line item(s) to be used:** 54801.5150 & 54801.5252

**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:** 3/17/2020

**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