



# Baldwin County Commission

## Legislation Text

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**File #:** 23-1042, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 5/2/2023

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director / Brian Peacock, Communications/Information Systems (CIS) Director / Adam Scarborough, Assistant CIS Director

**Submitted by:** Susan Kilby-Aaron, Assistant Purchasing Director

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### **ITEM TITLE**

Request for Proposals (RFP) for Unify Telephony System Maintenance and Support Services for the Baldwin County Commission

### **STAFF RECOMMENDATION**

Award the Request for Proposals (RFP) for Unify Telephony System Maintenance and Support Services to Westridge Professional Services, Inc., per the Award Listing and authorize the Chairman to execute the Contract for twelve (12) months, with an option to issue two (2) additional twelve (12) month contract extensions. (Contract effective upon full execution.)

### **BACKGROUND INFORMATION**

**Background:** The Request for Proposals (RFP) were due in the Purchasing Office on April 18, 2023, at 3:00 p.m. One (1) response was received. The CIS Director, Brian Peacock, respectfully requests that the RFP be awarded to Westridge Professional Services, Inc. per the attached Award Listing and authorize the Chairman execute the contract for the Unify Telephony System Maintenance and Support Services.

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

**3/7/2023 Meeting:** Approved the Request for Proposals (RFP) for Unify Telephony System Maintenance and Support Services and authorized the Purchasing Director to advertise RFP; and further, authorized the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the RFP was advertised.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$78,112.28 (Annually)

**Budget line item(s) to be used:** 10051101.52290

**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:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

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**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:** 5/2/2023

**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