

BALDWIN COUNTY COMMISSION AGENDA ACTION FORM

Meeting Type:	Baldwin County Commission – Work Session
Meeting Date:	11/22/2016
Placement of Item on the Agenda:	BUDGET/PURCHASING
Item Status:	New
Submitted By:	Wanda Gautney
From:	Wanda Gautney/Cal Markert/Frank Lundy

ITEM TITLE

Competitive Bid #WG16-02A - Provision of Tree Removal & Disposal Services for the Baldwin County Commission

STAFF RECOMMENDATION

Extend Competitive Bid #WG16-02A - Provision of Tree Removal & Disposal Services with **RDA Service Company, Inc.**, for an additional twelve (12) months at the same prices and terms stated in the bid specifications as awarded on January 5, 2016. The extension will expire on January 5, 2018.

BACKGROUND INFORMATION

Previous Commission Action/Background Information:	Yes
Date(s) of Previous Commission Action:	See below

The Highway Department is requesting that the Commission extend the bid for the Provision of Tree Removal & Disposal Services with RDA Service Company, Inc., that was awarded on January 5, 2016, for 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. Any additional contract or extensions will be at the same prices, terms and conditions stated in the bid. The vendor, RDA Service Company, Inc., has submitted a letter agreeing to extend the bid prices for an additional twelve (12) months. The extension will expire on January 5, 2018. Award Listing attached for review.

PREVIOUS COMMISSION ACTION:

10/20/2015 meeting: 1) Approved the specifications and authorized the Purchasing Manager to place a competitive bid for the Provision of Tree Removal and Disposal Services; 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.

12/01/2015 meeting: 1) Authorized the Purchasing Manager to re-bid for the Provision of Tree Removal and Disposal Services; 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.

01/05/2016 meeting: Awarded the bid to the lowest bidder, RDA Service Company, Inc., for the Provision of Tree Removal & Disposal Services as per the attached Award Listing.

FINANCIAL IMPACT

Does the recommendation have a financial impact?	Yes
Total cost of recommendation?	Variable
Are there funds budgeted for this recommendation?	Yes
Budget line item(s) to be used:	Various Highway Budgets
Balance remaining in the line item after recommended expenditure:	-0-
Does the recommendation create a need for continued funding which is not included in the current budget?	No

LEGAL IMPACT

Are there any legal documents required to be executed if this recommendation is approved?	No
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ADVERTISING REQUIREMENTS

Is advertising required for this recommendation?	No
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CONSISTENCY WITH B.C. STRATEGIC PLAN - 2006-2016

Is the recommendation applicable to the goals set forth in the Strategic Plan?	Yes
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POLICY IMPACT

Is the recommendation consistent with Commission Policy?	Yes
Which Commission policy is applicable to this recommendation?	BC Purchasing Policies

PERSONNEL IMPACT

Does the recommendation have personnel impact?	No
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IMPLEMENTATION

Is implementation for this item time sensitive?	No
Department(s)/Individual(s) responsible for follow up activities and specific actions required:	Wanda Gautney/Purchasing Manager - letter to vendor

ATTACHMENTS

1. RDA Email.pdf 2. WG16-02A Award Listing.pdf	
APPROVALS	
Budget	Christie Davis 11/15/2016 4:16:22 PM
Personnel	
Administration	Brandy N. Volovecky 11/16/2016 2:23:29 PM
Chairman and County Administrator	Chris Elliott 11/16/2016 5:26:6 PM