



Baldwin County Commission

Legislation Details (With Text)

File #: 24-0902 **Version:** 1

Type: Consent **Status:** Agenda Ready

File created: 6/26/2024 **In control:** Baldwin County Commission Regular

On agenda: 7/16/2024 **Final action:**

Title: Rental of Three (3) Copy Machines for Baldwin County Judge of Probate Office Located in Bay Minette, Alabama

Indexes:

Attachments: 1. Rental Agreements

Date	Ver.	Action By	Action	Result
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Meeting Type: BCC Regular Meeting
Meeting Date: 7/16/2024
Item Status: New
From: Wanda Gautney, Purchasing Director; Dean Mott, Probate Chief Clerk
Submitted by: Jeanette Brown, Assistant Purchasing Director

ITEM TITLE

Rental of Three (3) Copy Machines for Baldwin County Judge of Probate Office Located in Bay Minette, Alabama

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreements with **Sharp Electronics Corporation** for the rental of three (3) new copy machines off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Probate Records Department - Front Office - Bay Minette

Model: BP-70M36
Price: \$131.67/month
Excess Charge/copy: \$0.0055 BW

Location: Probate Records Department - Back Office - Bay Minette

Model: BP-70M36
Price: \$107.96/month
Excess Charge/copy: \$0.0055 BW

Location: Baldwin County Judge of Probate Office - Bay Minette

Model: BP-70C55
Price: \$203.55/month
Excess Charge/copy: \$0.0054/BW and \$0.0400/Color

BACKGROUND INFORMATION

Background: The current copy machine agreements for the Judge of Probate Office located in Bay Minette have ended. The old machines will be replaced with new copiers which will be leased off the State of Alabama Contract. Sharp Electronics Corporation has submitted rental agreements to replace the three (3) old copy machines with new machines for thirty-six (36) months and will include all supplies, toner and developer. The current cost is \$423.57 per month for the three (3) machines. The new cost proposal for the three (3) machines is \$443.18 per month.

Previous Commission action/date: N/A

FINANCIAL IMPACT

Total cost of recommendation: \$5,318.16 per year.

Budget line item(s) to be used: 10051300.52210 (Rental Expense)

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?
No

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: 07/16/2024

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