



Baldwin County Commission

Legislation Text

File #: 19-1122, **Version:** 1

Meeting Type: BCC Work Session

Meeting Date: 5/14/2019

Item Status: New

From: Wanda Gautney, Purchasing Director/Terri Graham, Solid Waste Director/Chandra Middleton, Assistant BRATS Director/Felisha Anderson, Archives Director/Deidra Hanak, Personnel Director

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Rental of Four (4) Copy Machines for Various Baldwin County Departments

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreements with **Sharp Electronics Corporation** for the rental of four (4) new copy machines off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Solid Waste Transfer Station - Bay Minette

Model: Sharp MX-4071

Price: \$170.08

Excess Charge/copy: B/W \$0.0065/copy Color \$0.045/copy

BRATS - Robertsdale

Model: Sharp MX-6070V

Price: \$199.69

Excess Charge/copy: B/W \$0.0054/copy Color \$0.0400/copy

Baldwin County Archives - Bay Minette

Model: Sharp MX-6070V

Price: \$207.29

Excess Charge/copy: B/W \$0.0054/copy Color \$0.04/copy

Baldwin County Personnel Dept. - Bay Minette

Model: Sharp MX-6070V

Price: \$262.09

Excess Charge/copy: B/W \$0.0054/copy Color \$0.0400/copy

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The current rental agreements for the four (4) copy machines located in various County Departments are expiring. Sharp Electronics Corporation has submitted the rental agreements to replace the current machines with new machines. The rental agreements are for thirty-six (36) months and will be rented off the State of Alabama bid and will include all supplies, toner and developer for the machines.

FINANCIAL IMPACT

Total cost of recommendation: \$10,069.80/year

Budget line item(s) to be used: Various Department Budgets

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 State of Alabama Bid Rental Agreements

Reviewed/approved by: David Conner

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: 05/21/2019

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