



Baldwin County Commission

Legislation Text

File #: 20-0556, **Version:** 1

Meeting Type: BCC Work Session

Meeting Date: 1/14/2020

Item Status: New

From: Wanda Gautney, Purchasing Director/Joey Nunnally, County Engineer/Frank Lundy, Maintenance Engineer/Eric Scott, Fleet Manager

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Rental of Four (4) New Copy Machines for Various Baldwin County Highway Offices Located at the Central Annex II Building in Robertsdale, Alabama

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:

Location: Highway Administration - Robertsdale Central Annex II - 3rd floor

Model: MX-6071

Price: \$205.35/month

Excess Charge/copy: \$0.0054 BW and \$0.0400/color copy

Location: Highway Accounting - Robertsdale Central Annex II - 3rd floor

Model: MX-6071

Price: \$205.35/month

Excess Charge/copy: \$0.0054 BW and \$0.0400/color copy

Location: Highway Construction Office - Robertsdale Central Annex II - 3rd floor

Model: MX-4071

Price: \$164.53/month

Excess Charge/copy: \$0.0079 BW and \$0.0450/color copy

Location: Highway Permit Office - Robertsdale Central Annex II - 4th floor

Model: MX-6071

Price: \$205.35/month

Excess Charge/copy: \$0.0054 BW and \$0.0400/color copy

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The current copy machine rental agreements for the various Highway Offices located at the Central Annex II has ended. The old machines will be replaced with new copy machines which will be leased off the State of Alabama Contract. Sharp Electronics Corporation has submitted rental agreements to replace the four (4) copy machines. The rental agreements are for thirty-six (36) months and will include all supplies, toner and developer. We are currently paying a total amount of \$857.72 per month for the old machines. The new copiers will cost \$780.58 per month which is a cost savings of \$925.68 per year.

FINANCIAL IMPACT

Total cost of recommendation: \$9,366.96 per year

Budget line item(s) to be used: Various Highway 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 Contract Rental Agreement

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: 01/21/2020

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