



Baldwin County Commission

Legislation Text

File #: 20-1330, Version: 1

Meeting Type: BCC Regular Meeting

Meeting Date: 8/4/2020

Item Status: New

From: Wanda Gautney, Purchasing Director/Zach Hood, EMA Director

Submitted by: Loren Lucas, Assistant Purchasing Director

ITEM TITLE

Rental of One (1) Copy Machine for the Baldwin County Emergency Management Agency Located in Robertsdale, Alabama

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreement with **Sharp Electronics Corporation** for the rental of one (1) new copy machine off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Baldwin County Emergency Management Agency - Robertsdale, Alabama

Model: MX-6071

Price: \$222.32/month

Excess Charge/copy: \$0.0054/BW, \$0.0400 Color

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The current copy machine rental agreement for the Baldwin County Emergency Management Agency (EMA) in Robertsdale, Alabama has ended. The old machine will be replaced with a new color copier which will be leased off the State of Alabama Contract. Sharp Electronics Corporation has submitted the rental agreement for the new copy machine for a total of \$222.32 per month. The rental agreement is for thirty-six (36) months and will include all supplies, toner and developer. The monthly cost under the previous rental agreement was \$291.88 per month. This is a cost savings of \$69.56 per month, \$834.72 per year.

FINANCIAL IMPACT

Total cost of recommendation: \$222.32 per month

Budget line item(s) to be used: 52300.5223

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 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: 08/04/2020

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