



# Baldwin County Commission

## Legislation Text

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**File #:** 18-1004, **Version:** 1

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**Meeting Type:** BCC Work Session

**Meeting Date:** 9/25/2018

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director; Joey Nunnally, County Engineer; Frank Lundy, Maintenance Engineer

**Submitted by:** Wanda Gautney, Purchasing Director

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### **ITEM TITLE**

Rental of One (1) Copy Machine for the Baldwin County Highway Department Located in Silverhill, Alabama

### **STAFF RECOMMENDATION**

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

Location: Highway Parks Building, 22300 West Blvd., Silverhill, Alabama

Model: MX-3070V

Price: \$113.98/month

Excess Charge/copy: \$0.0079 BW & \$0.0450 Color

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** N/A

**Background:** The current rental agreement for the Baldwin County Highway Department copy machine at the Parks Building in Silverhill, Alabama has ended.

This machine will be used by Highway Construction and Consultant inspectors. The old machine will be replaced with a new copier, which will be leased off the State of Alabama Contract. Sharp Electronics Corporation has submitted the rental agreement to replace the old copy machine with a new machine. The rental agreement is for thirty-six (36) months and will include all supplies, toner and developer. The cost of the new machine will be \$113.98 per month. We are currently paying \$117.00 per month for the old machine. The cost savings will be \$36.24 per year.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$113.98 per month

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**Budget line item(s) to be used:** 53120.5223

**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?**  
N/A

**Reviewed/approved by:** Standard State Contract Rental Agreement

**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:** 10/02/2018

**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