



# Baldwin County Commission

## Legislation Text

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File #: 22-0141, Version: 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 11/2/2021

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Cliff McCollum, Constituent Services Director

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

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### ITEM TITLE

Rental of One (1) New Copy Machine for the Legislative Office Located in Bay Minette, Alabama for Baldwin County Commission

### 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:** Baldwin County Legislative Delegation Office, Bay Minette, AL

**Model:** MX-2651

**Price:** \$97.55/month

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

### BACKGROUND INFORMATION

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

**Background:** The current copy machine rental agreement for the Baldwin County Legislative Delegation Office has ended. The old machine will be replaced with a new copier, which will be rented off the State of Alabama Contract. Sharp Electronics Corporation has submitted a rental agreement to replace the old machine with a new machine. The rental agreement is the thirty-six (36) months and will include all supplies, toner and developer. The are currently paying \$97.06 per month.

### FINANCIAL IMPACT

**Total cost of recommendation:** \$97.55 per month

**Budget line item(s) to be used:** 10051904.52210

**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 Bid 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:** 11/02/2021

**Individual(s) responsible for follow up:** Wanda Gautney, Purchasing Director

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**

N/A

**Additional instructions/notes:** N/A