



# Baldwin County Commission

## Legislation Text

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**File #:** 19-1782, **Version:** 1

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**Meeting Type:** BCC Work Session

**Meeting Date:** 8/13/2019

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Mike Howell, Building Official

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

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### **ITEM TITLE**

Rental of One (1) Copy Machine for the Building Inspection Department Located in Bay Minette, 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:

Baldwin County Building Inspection Department - Bay Minette

Model: Sharp MX-6071

Price: \$217.00

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

### **BACKGROUND INFORMATION**

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

**Background:** The Building Inspection Department will be opening a new office in Bay Minette, Alabama on September 3, 2019 and they need a copy machine for the new location. Sharp Electronics Corporation has submitted the rental agreement for the new machine. The rental agreement is 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:** \$2,604.00

**Budget line item(s) to be used:** 52710.5223

**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 Rental Contract

**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:** 08/20/2019

**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