



# Baldwin County Commission

## Legislation Text

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File #: 24-0903, Version: 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 7/16/2024

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director

**Submitted by:** Jeanette Brown, Assistant Purchasing Director

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### **ITEM TITLE**

Rental of One (1) Copy Machine for Finance and Accounting 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:

**Location: Finance and Accounting Department - Bay Minette**

Model: BP-70C65

Price: \$234.64/month

Excess Charge/copy: \$0.0054 BW; \$0.400 Color

### **BACKGROUND INFORMATION**

**Background:** The current copy machine agreement for the Finance and Accounting Department has ended. 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 a rental agreement to replace the old copy machine with a new machine for thirty-six (36) months and will include all supplies, toner and developer. The current cost is \$217.00 per month for the old machine. The new cost proposal for the new machine is \$234.64 per month.

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

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$2,815.68 per year.

**Budget line item(s) to be used:** 10051700.52210 (Rental Expense)

**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?**

No

**Reviewed/approved by:** N/A

**Additional comments:** N/A

**ADVERTISING REQUIREMENTS**

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**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:** 07/16/2024

**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