



Baldwin County Commission

Legislation Text

File #: 24-0903, Version: 1

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

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