



Baldwin County Commission

Legislation Text

File #: 20-0100, Version: 1

Meeting Type: BCC Work Session

Meeting Date: 11/12/2019

Item Status: New

From: Wanda Gautney, Purchasing Director

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Lease of Bay Minette Storage Building for the Baldwin County Budget/Purchasing Department

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the lease agreement with Warehouse, LLC, in the amount of \$8,700.00 annually for the twenty-nine (29) months payable in quarterly installments of \$2,175.00 commencing November 1, 2019 for the storage of equipment and surplus furniture. (Contract term is for twenty-nine (29) months effective on November 1, 2019 and ending March 31, 2022).

BACKGROUND INFORMATION

Previous Commission action/date:

05/07/2019 meeting: Approved and authorized the Chairman to execute the lease agreement with FileSafe, LLC, in the amount of \$8,700.00 annually for three (3) years payable in quarterly installments of \$2,175.00 commencing May 1, 2019 for the storage of equipment and surplus furniture. (Contract term is for thirty-six (36) months effective upon the same date as the full execution).

Background: The Budget/Purchasing Department is currently leasing a storage building from FileSafe, LLC, located in Bay Minette to store equipment and surplus furniture. The Lease Agreement was approved by the Commission on May 7, 2019 for three (3) years in the amount of \$8,700.00 annually. FileSafe sold the building on October 21, 2019 to Warehouse, LLC. Warehouse, LLC, has submitted to the Commission a new Lease Agreement for twenty-nine (29) months which is the remaining term of the original Lease Agreement with FileSafe, LLC, at the same price, terms and conditions. The lease with Warehouse, LLC, will be payable in quarterly installments in the amount of \$2,175.00 (including electricity) commencing on November 1, 2019 running through March 31, 2022. The storage building is used to store surplus equipment and furniture for all County departments. This is a large open building and has approximately 1,920 square feet. The cost to the County is approximately \$4.54 per square foot.

FINANCIAL IMPACT

Total cost of recommendation: \$8,700.00 yearly

Budget line item(s) to be used: 51725.5150

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?
Yes

Reviewed/approved by: David Conner, County Attorney

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: 11/19/2019

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