



Baldwin County Commission

Legislation Text

File #: 21-0426, Version: 1

Meeting Type: BCC Regular Meeting

Meeting Date: 2/2/2021

Item Status: New

From: Wanda Gautney, Purchasing Director/Cliff McCollum, Legislative Delegation Director

Submitted by: Loren Lucas, Assistant Purchasing Director

ITEM TITLE

Lease of One (1) Copy Machine for the Baldwin County Legislative Delegation located at Baldwin County Legislative Delegation Office, Fairhope Satellite Courthouse, 2nd Floor

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 on the date of full execution as follows:

Location: Baldwin County Legislative Delegation Office, Fairhope Satellite Courthouse, 2nd Floor

Model: MX-3071

Price: \$114.07 per month

Excess Charge/copy: \$0.0079 BW, \$0.0450 Color

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Legislative Delegation Office has requested a copy machine for Senator Chris Elliott's office located on the 2nd floor of the Fairhope Satellite Courthouse. Sharp Electronics Corporation has submitted a rental agreement for the copy machine that will be leased off the State of Alabama Contract. The proposed rental agreement is for a period of thirty-six (36) months and will include all supplies, toner and developer. The cost proposal for the copy machine is \$114.07 per month.

FINANCIAL IMPACT

Total cost of recommendation: \$114.07 per month

Budget line item(s) to be used: 51904.5233

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 of Alabama Contract 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: 02/02/2021

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

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

Additional instructions/notes: N/A