



Baldwin County Commission

Legislation Text

File #: 21-0876, Version: 1

Meeting Type: BCC Regular Meeting

Meeting Date: 6/1/2021

Item Status: New

From: Wanda Gautney, Purchasing Director/Dean Mott, Chief Clerk

Submitted by: Loren Lucas, Assistant Purchasing Director

ITEM TITLE

Rental of Three (3) Copy Machines for the Baldwin County Judge of Probate Offices Located in Bay Minette, Alabama

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreements with **Sharp Electronics Corporation** for the rental of three (3) new copy machines off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Probate Records Department - Bay Minette

Model: MX-M3571

Price: \$117.66/month

Excess Charge/copy: \$0.0055 B/W

Location: Probate Records Department - Bay Minette

Model: MX-M3571

Price: \$117.66/month

Excess Charge/copy: \$0.0055 B/W

Location: Baldwin County Judge of Probate Office - Bay Minette

Model: MX-5071

Price: \$188.25/month

Excess Charge/copy: \$0.0054 B/W and \$0.04/color

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The rental agreements for the copy machines currently in use at the Judge of Probate offices located in Bay Minette, Alabama, have ended. Sharp Electronics Corporation has submitted rental agreements for three (3) new copy machines that will be leased off the State of Alabama Contract. The proposed rental agreements are for a period of thirty-six (36) months and will include

all supplies, toner and developer. Baldwin County is paying a total of \$423.48 per month for the three (3) copy machines currently in use. The proposed cost for the three (3) new machines is \$423.57 per month.

FINANCIAL IMPACT

Total cost of recommendation: \$5,082.84 per year

Budget line item(s) to be used: 10051300.52230

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: 06/01/2021

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