



# Baldwin County Commission

## Legislation Text

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File #: 24-0902, Version: 1

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**Meeting Type:** BCC Regular Meeting

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

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director; Dean Mott, Probate Chief Clerk

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

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### **ITEM TITLE**

Rental of Three (3) Copy Machines for Baldwin County Judge of Probate Office 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 - Front Office - Bay Minette**

Model: BP-70M36

Price: \$131.67/month

Excess Charge/copy: \$0.0055 BW

**Location: Probate Records Department - Back Office - Bay Minette**

Model: BP-70M36

Price: \$107.96/month

Excess Charge/copy: \$0.0055 BW

**Location: Baldwin County Judge of Probate Office - Bay Minette**

Model: BP-70C55

Price: \$203.55/month

Excess Charge/copy: \$0.0054/BW and \$0.0400/Color

### **BACKGROUND INFORMATION**

**Background:** The current copy machine agreements for the Judge of Probate Office located in Bay Minette have ended. The old machines will be replaced with new copiers which will be leased off the State of Alabama Contract. Sharp Electronics Corporation has submitted rental agreements to replace the three (3) old copy machines with new machines for thirty-six (36) months and will include all supplies, toner and developer. The current cost is \$423.57 per month for the three (3) machines. The new cost proposal for the three (3) machines is \$443.18 per month.

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

**FINANCIAL IMPACT**

**Total cost of recommendation:** \$5,318.16 per year.

**Budget line item(s) to be used:** 10051300.52210 (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