



Baldwin County Commission

Legislation Text

File #: 22-1475, Version: 1

Meeting Type: BCC Regular Meeting

Meeting Date: 9/20/2022

Item Status: New

From: Wanda Gautney, Purchasing Director

Submitted by: Susan Kilby-Aaron, Assistant Purchasing Director

ITEM TITLE

Rental of Four (4) Copy Machines for Baldwin County Building Inspection Department and Baldwin County Sheriff's Offices

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreements with Sharp Electronics Corporation for the rental of four (4) new copy / scanner / fax machines off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Baldwin County Building Inspection Department - Robertsdale

Model: BP-70C55

Price: \$213.94 / month

Excess Charge / copy: \$0.0054 B/W & \$0.0400 Color

Location: Sheriff's Office - Foley

Model: MX-M6071S

Price: \$186.02 / month

Excess Charge / copy: \$0.0049 / BW

Location: Sheriff's Office - Fairhope

Model: MX-M6071S

Price: \$182.51 / month

Excess Charge / copy: \$0.0049 / BW

Location: Sheriff's Office - Narcotics Division - Robertsdale

Model: MX-M6071S

Price: \$186.02 / month

Excess Charge / copy: \$0.0049 / BW

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The current copy machine lease agreements for the Baldwin County Building Inspection Department and Baldwin County Sheriff's Offices 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 old copy machines with new machines. The rental agreements are for thirty-six (36) months and will include all supplies, toner, and developer. We are currently paying \$865.81 for these machines. The new monthly cost is \$768.49 which is a cost savings of \$97.32 per month.

FINANCIAL IMPACT

Total cost of recommendation: \$9,221.88 per year

Budget line item(s) to be used: 10052710.52230 and 10052100.52230

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

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: 09/20/2022

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