



# Baldwin County Commission

## Legislation Text

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File #: 20-0895, Version: 1

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**Meeting Type:** BCC Work Session

**Meeting Date:** 3/10/2020

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director; Jeannie Pearson, Commission Executive Assistant; Anu Gary, Administrative Services Manager

**Submitted by:** Wanda Gautney, Purchasing Director

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### ITEM TITLE

Rental of One (1) Copy Machine for the Baldwin County Commission Office at the Satellite Courthouse Located in Foley, Alabama

### 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 the date of execution as follows:

**Baldwin County Commission Office Satellite Courthouse, Foley, AL**

**Model:** MX-5071

**Price:** \$201.55 per month

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

### BACKGROUND INFORMATION

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

**Background:** The rental agreement for the copy machine in the Commission Office at the Foley Satellite Courthouse has ended. The old machine will be replaced with a new color copier which will be rented off the State of Alabama Contract. Sharp Electronics Corporation has submitted a rental agreement to replace the old machine with a new machine. The rental agreement is for thirty-six (36) months and will include all supplies, toner and developer. We are currently paying \$216.92 per month for the machine. The new cost proposal is \$201.55 per month. Total cost savings to the County for the machine will be \$184.44 per year.

### FINANCIAL IMPACT

**Total cost of recommendation:** \$2,413.60

**Budget line item(s) to be used:** 51993.5223

**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?**

State of Alabama Contract Standard 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:** 03/17/2020

**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