Baldwin County Commission

Legislation Text

File #: 20-0053, **Version:** 1

Meeting Type: BCC Work Session
Meeting Date: 11/12/2019
Item Status: New
From: Wanda Gautney, Purchasing Director/Michelle Howard, Commission Executive Assistant/Anu Gary, Administrative Services Manager
Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE
Lease of One (1) Postage Machine for the Baldwin County Satellite Courthouse Located in Fairhope, Alabama

STAFF RECOMMENDATION
Authorize the Chairmen to execute the lease agreement with Neopost USA Inc. (Accurate Control of Fairhope) for the lease of one (1) postage machine off the State of Alabama bid for thirty-six (36) months for the Fairhope Satellite Courthouse effective upon full execution of agreement as follows:

Neopost Model IN600AFSH - IN Series 600 Base w/Autofeeder, Sealer & Catch Tray
Neopost INWP5 - IN Series 5 Weighing Platform
Neopost IN600AERR - IN Series 600(AF) e-RR Feature & Activation Kit,
with bc Scanner Includes e-RR Rate File w/100 eDel Conf. 100 eSig Conf &
300 eCert Labels
Accounting Package
Rate Protection
Full Coverage Maintenance Contract
$674.58 per quarter - $2,698.32 per year

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The lease agreement with Accurate Control (Neopost) of Fairhope for the Postage Machine and Meter for the Fairhope Satellite Courthouse is expiring. Neopost is pulling the old machine and replacing it with a new machine off the State of Alabama bid. The lease agreement is for thirty-six (36) months in the amount of $674.58 per quarter for a total of $2,698.32 per year.

FINANCIAL IMPACT

Total cost of recommendation: $2,698.32 per year

Budget line item(s) to be used: 51994.5227

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 Alabama Bid Agreement

Reviewed/approved by: David Conner, County Attorney

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: 11/19/2019

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