



# Baldwin County Commission

## Legislation Text

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File #: 18-0957, Version: 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 9/18/2018

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director; Guy Busby, Constituent Services Director

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

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### **ITEM TITLE**

Rental of One (1) Copy Machine for the Baldwin County Legislative Delegation Office Located in Bay Minette, 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:

Location: Baldwin County Legislative Delegation Office, Bay Minette, AL

Model: MX-2630N

Price: \$97.06/month

Excess Charge/copy: \$0.0079/BW and \$0.045/Color

### **BACKGROUND INFORMATION**

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

**Background:** The current copy machine lease agreement for Baldwin County Legislative Delegation Office has ended. The old machine will be replaced with new a copier, which will be leased off the State of Alabama Contract. Sharp Electronics Corporation has submitted a rental agreement to replace the old copy 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 \$37.03 for their machine. The new cost proposal for the copier will be \$97.06 per month. The cost increase is due to the State of Alabama Contract not having the same small copier like the Legislative Delegation currently has and adding color copies to their machine.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$97.06 per month

**Budget line item(s) to be used:** 51904.5233

**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?**

N/A

**Reviewed/approved by:** Standard State Bid Rental Agreement

**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:** 09/18/2018

**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