



Baldwin County Commission

Legislation Text

File #: 20-0122, Version: 1

Meeting Type: BCC Work Session

Meeting Date: 11/12/2019

Item Status: New

From: Wanda Gautney, Purchasing Director/Judge Harry D'Olive/Probate Chief Clerk, Dean Mott/Betty Sweet, Registrar Chair Person

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Rental of Two (2) New Copy Machines for the Baldwin County Judge of Probate Office Located in the Fairhope Satellite Courthouse and Board of Registrar's Office Located in Bay Minette

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreements with **Sharp Electronics Corporation** for the rental of two (2) new copy machines off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Judge of Probate Office - Fairhope Satellite Courthouse

Model: MX-M6051

Price: \$120.45/month

Excess Charge/copy: \$0.0049/BW

Location: Board of Registrar's Office - Bay Minette

Model: MX-M4071

Price: \$159.38 /month

Excess Charge/copy: \$0.0065/BW, \$0.0450/Color

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Judge of Probate Office located in the Fairhope Satellite Courthouse and the Board of Registrar's Office located in Bay Minette copy machine agreements have expired. Sharp Electronics Corporation has submitted the rental agreements to replace the old copy machines with new machines. The rental agreement is for thirty-six (36) months off the State of Alabama bid and will include all supplies, toner and developer. We are currently paying \$351.56 per month for the machines. The new cost proposal is \$279.83 per month. Total cost savings to the County for the machines will be \$71.73 per year.

FINANCIAL IMPACT

Total cost of recommendation: \$1,445.40/year Probate; \$1,912.56/year Bd. Of Registrar's

Budget line item(s) to be used: 51300 & 51920

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 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