



Baldwin County Commission

Legislation Text

File #: 23-0278, Version: 1

Meeting Type: BCC Regular Meeting

Meeting Date: 12/5/2022

Item Status: New

From: Wanda Gautney, Purchasing Director/Judge Harry D'Olive/Probate Chief Clerk, Dean Mott/Matt Huffman, Office Manager Board of Registrar

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, Alabama

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: BP-50M55

Price: \$132.80/month

Excess Charge/copy: \$0.0049/BW

Location: Board of Registrar's Office - Bay Minette

Model: BP-70C36

Price: \$159.03 /month

Excess Charge/copy: \$0.0072/BW, \$0.0450/Color

BACKGROUND INFORMATION

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.

Previous Commission action/date: N/A

FINANCIAL IMPACT

Total cost of recommendation: \$1,593.60/year Probate; \$1,908.36/year Board of Registrar

Budget line item(s) to be used: 10051300 & 10051920

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 Agreement

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

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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: 12/05/2022

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