



Baldwin County Commission

Legislation Text

File #: 23-1014, Version: 1

Meeting Type: BCC Regular Meeting

Meeting Date: 5/2/2023

Item Status: New

From: Wanda Gautney, Purchasing Director / Anu Gary, Administrative Services Manager / Jeannie Peerson, Commission Executive Assistant

Submitted by: Susan Kilby-Aaron, Assistant Purchasing Director

ITEM TITLE

Rental of One (1) New Copy Machine for the Baldwin County Commission Office Located at the Satellite Courthouse 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:

Location: Baldwin County Commission Office - Foley Satellite Courthouse

Model: BP-70C45

Price: \$192.41/month

Excess Charge/copy: \$0.0065 BW and \$0.0450/color copy

BACKGROUND INFORMATION

Background: The rental agreement for the copy machine at the Foley Commission Office has ended. The old machine will be replaced with a new color copier which will be leased 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 \$201.55 per month which will be a cost savings of \$109.68 per year. Rental Agreement attached for review.

Previous Commission action/date: N/A

FINANCIAL IMPACT

Total cost of recommendation: \$2,308.92 Annually

Budget line item(s) to be used: 10051993.52210

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: 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: 5/2/2023

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