



Baldwin County Commission

Legislation Details (With Text)

File #: 18-0864 **Version:** 1

Type: Work Session **Status:** Agenda Ready

File created: 8/24/2018 **In control:** Baldwin County Commission Work Session

On agenda: 9/11/2018 **Final action:**

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

Indexes:

Attachments: 1. Rental Agreement for Legislative Delegation

Date	Ver.	Action By	Action	Result
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Meeting Type: BCC Work Session

Meeting Date: 9/11/2018

Item Status: New

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

Submitted by: Wanda Gautney, Purchasing Director

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