



Baldwin County Commission

Legislation Details (With Text)

File #: 20-0102 **Version:** 1
Type: Work Session **Status:** Agenda Ready
File created: 10/24/2019 **In control:** Baldwin County Commission Work Session
On agenda: 11/12/2019 **Final action:**
Title: Lease of One (1) Letter Opener for the Baldwin County Sales and Use Tax Office Located in Robertsedale, Alabama
Indexes:
Attachments: 1. Neopost Lease Agreement Sales & Use Tax

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

Meeting Date: 11/12/2019

Item Status: New

From: Wanda Gautney, Purchasing Director/Heather Gwynn, Sales & Use Tax Coordinator

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Lease of One (1) Letter Opener for the Baldwin County Sales and Use Tax Office Located in Robertsedale, Alabama

STAFF RECOMMENDATION

Authorize the Chairman to execute the lease agreement with **Neopost USA Inc. (Accurate Control of Fairhope)** for the lease of one (1) letter opener off the State of Alabama bid for thirty-six (36) months effective upon full execution of agreement as follows:

Neopost IM16 Letter Opener

Full Coverage Maintenance Contract

\$232.14 per quarter - total per year \$928.56

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The lease agreement with Accurate Control (Neopost) of Fairhope for the rental of the Letter Opener for the Sales & Use Tax Department has expired. Neopost is pulling the old letter opener and replacing it with a new machine off the State of Alabama bid. The machine rental is for thirty-six (36) months in the amount of \$232.14 per quarter for a total of \$928.56 per year.

FINANCIAL IMPACT

Total cost of recommendation: \$928.56 per year

Budget line item(s) to be used: 51725.5227

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