



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 20-0122      **Version:** 1

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

**File created:** 10/29/2019      **In control:** Baldwin County Commission Work Session

**On agenda:** 11/12/2019      **Final action:**

**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

**Indexes:**

**Attachments:** 1. Rental Agreements Probate & Board of Registrar's

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/Judge Harry D'Olive/Probate Chief Clerk, Dean Mott/Betty Sweet, Registrar Chair Person

**Submitted by:** Wanda Gautney, Purchasing Director

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### **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

