



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 20-0486 **Version:** 1  
**Type:** Work Session **Status:** Agenda Ready  
**File created:** 12/30/2019 **In control:** Baldwin County Commission Work Session  
**On agenda:** 1/14/2020 **Final action:**  
**Title:** Rental of One (1) Copy Machine for the Baldwin County Probate Office located in Bay Minette, Alabama  
**Indexes:**  
**Attachments:** 1. Rental Agreement

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

**Meeting Date:** 1/14/2020

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Dean Mott, Chief Probate Clerk

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

### ITEM TITLE

Rental of One (1) Copy Machine for the Baldwin County Probate 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: Probate Office - Bay Minette (Probate Court Division)

Model: MX-4071

Price: \$159.38/month

Excess Charge/copy: \$0.0450/color & .0065/B/W copy

### BACKGROUND INFORMATION

**Previous Commission action/date:** N/A

**Background:** The Probate Court Division located in Bay Minette rental agreement for their current copy machine has expired. Sharp Electronics Corporation has submitted a rental agreement to replace the copy machine with a new machine. The rental agreement is for thirty-six (36) months and will be leased off the State of Alabama bid. The copy machine rental includes all supplies, toner and developer. The new cost proposal will be \$159.38 per month. This is a cost savings of \$408.48

per year.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$1,912.56 per year

**Budget line item(s) to be used:** 51300.5223

**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 Contract Rental Agreement

**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:** 01/21/2020

**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