



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 21-0426 **Version:** 1  
**Type:** Consent **Status:** Passed  
**File created:** 1/19/2021 **In control:** Baldwin County Commission Regular  
**On agenda:** 2/2/2021 **Final action:** 2/2/2021  
**Title:** Lease of One (1) Copy Machine for the Baldwin County Legislative Delegation located at Baldwin County Legislative Delegation Office, Fairhope Satellite Courthouse, 2nd Floor

**Indexes:**

**Attachments:** 1. Rental Agreement

Date	Ver.	Action By	Action	Result
2/2/2021	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 2/2/2021

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Cliff McCollum, Legislative Delegation Director

**Submitted by:** Loren Lucas, Assistant Purchasing Director

### ITEM TITLE

Lease of One (1) Copy Machine for the Baldwin County Legislative Delegation located at Baldwin County Legislative Delegation Office, Fairhope Satellite Courthouse, 2<sup>nd</sup> Floor

### 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 on the date of full execution as follows:

**Location:** Baldwin County Legislative Delegation Office, Fairhope Satellite Courthouse, 2<sup>nd</sup> Floor

Model: MX-3071

Price: \$114.07 per month

Excess Charge/copy: \$0.0079 BW, \$0.0450 Color

### BACKGROUND INFORMATION

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

**Background:** The Legislative Delegation Office has requested a copy machine for Senator Chris Elliott's office located on the 2<sup>nd</sup> floor of the Fairhope Satellite Courthouse. Sharp Electronics Corporation has submitted a rental agreement for the copy machine that will be leased off the State of Alabama Contract. The proposed rental agreement is for a period of thirty-six (36) months and will

include all supplies, toner and developer. The cost proposal for the copy machine is \$114.07 per month.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$114.07 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?**  
Standard State of Alabama 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:** 02/02/2021

**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