



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 21-0876      **Version:** 1  
**Type:** Consent      **Status:** Passed  
**File created:** 5/13/2021      **In control:** Baldwin County Commission Regular  
**On agenda:** 6/1/2021      **Final action:** 6/1/2021  
**Title:** Rental of Three (3) Copy Machines for the Baldwin County Judge of Probate Offices Located in Bay Minette, Alabama

**Indexes:**

**Attachments:**

Date	Ver.	Action By	Action	Result
6/1/2021	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 6/1/2021

**Item Status:** New

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

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

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### ITEM TITLE

Rental of Three (3) Copy Machines for the Baldwin County Judge of Probate Offices Located in Bay Minette, Alabama

### STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreements with **Sharp Electronics Corporation** for the rental of three (3) new copy machines off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

**Location: Probate Records Department - Bay Minette**

Model: MX-M3571

Price: \$117.66/month

Excess Charge/copy: \$0.0055 B/W

**Location: Probate Records Department - Bay Minette**

Model: MX-M3571

Price: \$117.66/month

Excess Charge/copy: \$0.0055 B/W

**Location: Baldwin County Judge of Probate Office - Bay Minette**

Model: MX-5071

Price: \$188.25/month

Excess Charge/copy: \$0.0054 B/W and \$0.04/color

## **BACKGROUND INFORMATION**

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

**Background:** The rental agreements for the copy machines currently in use at the Judge of Probate offices located in Bay Minette, Alabama, have ended. Sharp Electronics Corporation has submitted rental agreements for three (3) new copy machines that will be leased off the State of Alabama Contract. The proposed rental agreements are for a period of thirty-six (36) months and will include all supplies, toner and developer. Baldwin County is paying a total of \$423.48 per month for the three (3) copy machines currently in use. The proposed cost for the three (3) new machines is \$423.57 per month.

## **FINANCIAL IMPACT**

**Total cost of recommendation:** \$5,082.84 per year

**Budget line item(s) to be used:** 10051300.52230

**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:** 06/01/2021

**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