



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 22-1343      **Version:** 1

**Type:** Consent      **Status:** Agenda Ready

**File created:** 8/3/2022      **In control:** Baldwin County Commission Regular

**On agenda:** 8/16/2022      **Final action:**

**Title:** Lease of One (1) Postage Machine / Letter Opener for Baldwin County Revenue Commission Office

**Indexes:**

**Attachments:** 1. Quadient Postage Machine for Revenue Commission Lease (REDACTED)

Date	Ver.	Action By	Action	Result
8/16/2022	1	Baldwin County Commission Regular		

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 8/16/2022

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director / Teddy Faust, Revenue Commissioner

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

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### ITEM TITLE

Lease of One (1) Postage Machine / Letter Opener for Baldwin County Revenue Commission Office

### STAFF RECOMMENDATION

Authorize the Chairman to execute the Purchase Order Lease with **Quadient Leasing USA, Inc.**, (Accurate Control of Fairhope) for the lease of one (1) postage machine / letter opener off the State of Alabama bid for thirty-six (36) months as follows:

### Revenue Commission Office - Bay Minette, Alabama

IXWP10 - IX Series 10lb Weighing Platform

WP10STDN - 10lb Scale Stand for IXWP10, ISWP10 & INWP10

ECERT-Processing - e-Certify Processing Fee (Used for Lease Renewal Only)

DT-ECERT1KAS - e-Certify Subscription - Level 2 (up to 1,000 e-Certs per year)

IM16 Letter Opener

IX7 - iX-7 Series Base w/Mixed Size Feeder, Sealer, Drop Tray & Ink Cartridge

IXDS7 - Dynamic Weighing Platform for IX Series 7/7PRO Bases

Full Coverage Maintenance Contract:

\$1,813.35 per quarter - total per year \$7,253.40

### BACKGROUND INFORMATION

**Background:** The lease agreement with Quadient (Accurate Control) for the lease of the Postage Machine and Letter Opener for the Revenue Commission expires in September 2022. Quadient is pulling the old machines and replacing them with new machines off the State of Alabama bid. The new mail machine / letter opener will handle the large volume of mail that is generated each day by the Revenue Commission Office. The machine rental is for thirty-six (36) months in the amount of \$1,813.35 per quarter for a total of \$7,253.40.

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

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$7,253.40 per year

**Budget line item(s) to be used:** 12051810.55210

**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 Purchase Order Lease

**Reviewed/approved by:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

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**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:** 08/16/2022

**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

