



Baldwin County Commission

Legislation Text

File #: 18-0231, **Version:** 1

Meeting Type: BCC Work Session

Meeting Date: 6/12/2018

Item Status: New

From: Wanda Gautney, Purchasing Director/Kim Creech, County Clerk/Treasurer

Submitted by: Wanda Gautney

ITEM TITLE

Rental of One (1) Copy Machine for the Baldwin County Finance/Accounting Department Located in Bay Minette for the Baldwin County Commission

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 Contract for thirty-six (36) months effective the date of execution as follows:

Location: Finance Accounting Department - Bay Minette

Model: MX6070V

Price: \$217.00/month

Excess Charge/Copy: \$0.0054 B/W; \$0.0400 Color

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background:

The current copy machine rental agreement for the Finance Accounting Department has ended. The old machine will be replaced with a new copier which will be leased off the State of Alabama Contract. Sharp Electronics Corporation has submitted a rental agreement to replace the old copy machine with a new machine. The rental agreement is for thirty-six (36) months and will include all supplies, toner and developer. We are currently paying \$266.79 for the old machine. The cost of the new machine will be \$217.00 per month. This is a cost savings of \$597.48 per year.

FINANCIAL IMPACT

Total cost of recommendation: \$2,604.00 per year

Budget line item(s) to be used: 51700.5223

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?

N/A

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:6/19/2018

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