



Baldwin County Commission

Legislation Text

File #: 18-1040, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 10/2/2018

Item Status: New

From: Wanda Gautney, Purchasing Director; Joey Nunnally, County Engineer; Frank Lundy, Maintenance Engineer

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Rental of One (1) Copy Machine for the Baldwin County Highway Department Located in Silverhill, Alabama

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreement with Sharp Electronics Corporation for one (1) new copy/scanner machine off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Highway Parks Building, 22300 West Blvd., Silverhill, Alabama

Model: MX-3070V

Price: \$113.98/month

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

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The current rental agreement for the Baldwin County Highway Department copy machine at the Parks Building in Silverhill, Alabama has ended.

This machine will be used by Highway Construction and Consultant inspectors. 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 the 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. The cost of the new machine will be \$113.98 per month. We are currently paying \$117.00 per month for the old machine. The cost savings will be \$36.24 per year.

FINANCIAL IMPACT

Total cost of recommendation: \$113.98 per month

Budget line item(s) to be used: 53120.5223

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: Standard State Contract Rental Agreement

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: 10/02/2018

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