



Baldwin County Commission

Legislation Text

File #: 19-0172, **Version:** 1

Meeting Type: BCC Work Session

Meeting Date: 11/14/2018

Item Status: New

From: Wanda Gautney, Purchasing Director; Terri Graham, Solid Waste Director

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Rental of One (1) Copy Machine for the Baldwin County Solid Waste Administration Department
Located in Summerdale, Alabama

STAFF RECOMMENDATION

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

Location: Solid Waste Administration Office - Summerdale, AL

Model: MX-6070V

Price: \$219.67/month

Excess Charge/copy: \$0.0054 BW/ \$0.0400 Color

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The current copy machine rental agreement for Solid Waste Administration has ended. The old machine will be replaced with 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 \$236.28 for their machine. The new cost proposal for the copier will be \$219.67 per month. This is a cost savings of \$199.32 per year.

FINANCIAL IMPACT

Total cost of recommendation: \$2,636.04N/A

Budget line item(s) to be used: 54100.5223

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: 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: 11/20/2018

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