



Baldwin County Commission

Legislation Text

File #: 19-0353, **Version:** 1

Meeting Type: BCC Work Session

Meeting Date: 1/8/2019

Item Status: New

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

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Lease of One (1) Folder Inserter Machine for the Baldwin County Solid Waste Collections Department

STAFF RECOMMENDATION

Authorize the Chairman to execute the lease agreement with **Neopost USA, Inc., (Accurate Control)** for the lease of one (1) Folder Inserter Machine for the Baldwin County Solid Waste Collections Department for thirty-six (36) months, lease agreement effective upon signing by both parties as follows:

Neopost Model DS65INT 1 Document Feeder Folder Inserter

Full Coverage Maintenance Contract

\$919.86 per quarter - \$3,679.44 per year

Previous Commission action/date: N/A

Background: The Solid Waste Collections Department is submitting to the Commission for approval a lease for one (1) Folder Inserter Machine. The lease agreement with Neopost USA, Inc. (Accurate Control) of Fairhope will be \$919.86 per quarter for a total of \$3,679.44 per year off the State of Alabama bid for thirty-six (36) months with Neopost (Accurate Control). A full coverage maintenance contract is included in the lease total.

FINANCIAL IMPACT

Total cost of recommendation: \$3,679.44 per year

Budget line item(s) to be used: 54801.5227

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: 01/15/2019

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