



Baldwin County Commission

Legislation Text

File #: 19-1135, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 5/7/2019
Item Status: New
From: Wanda Gautney, Purchasing Director
Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Lease of Bay Minette Storage Building for the Baldwin County Budget/Purchasing Department

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the lease agreement with FileSafe, LLC, in the amount of \$8,700.00 annually for three (3) years payable in quarterly installments of \$2,175.00 commencing May 1, 2019 for the storage of equipment and surplus furniture. (Contract term is for thirty-six (36) months effective upon the same date as the full execution).

BACKGROUND INFORMATION

Previous Commission action/date:

04/20/04 meeting: 1) Entered into lease agreement with FileSafe, LLC, for rental of storage building in downtown Bay Minette for storage of equipment and surplus furniture, and authorized the Chairman to execute agreement. 2) Lease term for three years, with two (2) three (3) year options. 3) Rate at \$8,100.00 per year for the initial three-year term (electricity included). If renewal options are taken, renewal rates of \$8,400.00 per year for Year 4-6, \$8,700.00 per year for Year 7-9.

04/17/07 meeting: Renewed the lease agreement with FileSafe, LLC, for three (3) years for the Bay Minette storage building in the amount of \$8,400.00 annually to be paid in quarterly installments of \$2,100.00.

03/16/10 meeting: Renewed the lease agreement with FileSafe, LLC, for three (3) years for the Bay Minette storage building in the amount of \$8,700.00 annually to be paid in quarterly installments of \$2,175.00.

03/19/13 meeting: Approved and authorized the Chairman to execute the lease agreement with FileSafe, LLC, in the amount of \$8,700.00 annually for three (3) years payable in quarterly installments of \$2,175.00 commencing May 1, 2013, for the storage of equipment and surplus furniture.

05/03/16 meeting: Approved and authorized the Chairman to execute the lease agreement with

FileSafe, LLC, in the amount of \$8,700.00 annually for three (3) years payable in quarterly installments of \$2,175.00 commencing May 1, 2016, for the storage of equipment and surplus furniture. (Contract term is for thirty-six (36) months effective upon the same date as the full execution).

Background: The lease agreement with FileSafe, LLC, will expire on May 1, 2019, for the Bay Minette storage building that is used by the Purchasing Department. FileSafe, LLC, has submitted a new three (3) year lease agreement in the amount of \$8,700.00 annually (including electricity) to be paid in quarterly installments of \$2,175.00 commencing on May 1, 2019. The storage building is used to store surplus equipment and furniture for all County departments. This is a large open building and has approximately 1920 square feet. The cost to the County is approximately \$4.54 per square foot.

FINANCIAL IMPACT

Total cost of recommendation: \$8,700.00 yearly

Budget line item(s) to be used: 51725.5150

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?

Yes

Reviewed/approved by: David Conner, County Attorney

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: 05/07/2019

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