



Baldwin County Commission

Legislation Text

File #: 19-1138, **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

Rental of Eight (8) Copy Machines for Various Baldwin County Departments

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreements with Sharp Electronics Corporation for the rental of eight (8) new copy machines off the State of Alabama Contract for thirty-six (36) months for the attached list of copy machines effective the date of execution.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The three (3) year rental agreements for eight (8) copy machines located in various County Departments are expiring. Sharp Electronics Corporation has submitted the rental agreements to replace the current machines with new machines. The rental agreements are for thirty-six (36) months and will be rented off the State of Alabama bid and will include all supplies, toner and developer for the machines shown on the attached list. This is a total cost savings of \$217.77 per month to the County.

FINANCIAL IMPACT

Total cost of recommendation: Various Departments

Budget line item(s) to be used: Various County Budgets

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?

Standard Contract off State of Alabama Bid

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: 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