



Baldwin County Commission

Legislation Text

File #: 19-1645, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 7/16/2019

Item Status: New

From: Wanda Gautney, Purchasing Director/Chief of Probate, Dean Mott/Kelly Childress, Council on Aging Coordinator/Vince Jackson, Planning & Zoning Director

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Copy Machine Rental for the Baldwin County Judge of Probate Office, Fairhope Commission Office, Planning & Zoning Department and the Council on Aging Department

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreements with Sharp Electronics Corporation for the rental of four (4) new copy machines off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Judge of Probate, Tag Section - Bay Minette, AL

Model: MX-M6070

Price: \$134.42/month

Excess Charge/copy: \$0.0049 BW

Location: Commission Office - Fairhope, AL

Model: MX-4071

Price: \$166.05/month

Excess Charge/copy: \$0.0065 BW/ \$0.0450 Color

Location: Planning & Zoning Department - Robertsedale, AL

Model: MX-6071

Price: \$243.25/month

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

Location: Council on Aging Department - Robertsedale, AL

Model: MX-M5050

Price: \$106.74/month

Excess Charge/copy: \$0.0049 BW

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Judge of Probate, Fairhope Commission Office, Planning and Zoning Department and Council on Aging Department rental agreements on their current copy machines have expired. Sharp Electronics Corporation has submitted the rental agreements to replace the four (4) copy machines with new machines. The rental agreements are for thirty-six (36) months off the State of Alabama bid and will include all supplies, toner and developer. We are currently paying a total amount of \$891.00 per month for the four machines. The new cost proposal will be \$650.46 per month. This is a total cost saving of \$240.54 per month.

FINANCIAL IMPACT

Total cost of recommendation: \$7,805.52 per year for all machines

Budget line item(s) to be used: 51300; 51994; 52730; 56200

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 State of Alabama Rental Agreement

Reviewed/approved by: David Conner

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: 07/16/2019

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