



# Baldwin County Commission

## Legislation Text

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**File #:** 19-1757, **Version:** 1

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**Meeting Type:** BCC Work Session

**Meeting Date:** 8/6/2019

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Connie Dudgeon, Sheriff Office Finance Director

**Submitted by:** Wanda Gautney, Purchasing Director

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### **ITEM TITLE**

Copy Machine Rental for the Baldwin County Sheriff Offices Located in Foley, Fairhope, and Robertsedale, Alabama

### **STAFF RECOMMENDATION**

Approve and authorize the Chairman to execute the rental agreements with Sharp Electronics Corporation for the rental of three (3) new copy machines off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Foley Sheriff's Office - Foley

Model: MX-M6570

Price: \$217.64/month

Excess Charge/copy: \$0.0041/BW

Location: Fairhope Sheriff's Office - Fairhope

Model: MX-M6570

Price: \$213.53/month

Excess Charge/copy: \$0.0041/BW

Location: Robertsedale Sheriff Office, Narcotics Division - Robertsedale

Model: MX-M6570

Price: \$217.64/month

Excess Charge/copy: \$0.0041/BW

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** N/A

**Background:** The current copy machine rental agreements for the Sheriff Offices located in Foley, Fairhope and Robertsedale Narcotics Division has ended. The old machines will be replaced with new machines which will be leased off the State of Alabama Contract. Sharp Electronics Corporation has submitted the rental agreements to replace the three (3) copy machines with new machines. The

rental agreements are for thirty-six (36) months and will include all supplies, toner and developer. We are currently paying a total amount of \$759.60 per month for the three machines. The new cost proposal will be \$648.81 per month. Total cost savings to the County for the three machines will be \$110.79 per year.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$759.60 per month

**Budget line item(s) to be used:** 52100.5223

**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?**  
Standard State Contract

**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:** 08/20/2019

**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