



Baldwin County Commission

Legislation Text

File #: 19-2168, **Version:** 1

Meeting Type: BCC Work Session

Meeting Date: 10/8/2019

Item Status: New

From: Wanda Gautney, Purchasing Director/Probate Judge, Harry D'Olive/Probate Chief Clerk, Dean Mott

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Rental of One (1) Copy Machine for the Baldwin County Judge of Probate Elections Division located in Bay Minette, Alabama

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreement with Sharp Electronics Corporation for the rental of one (1) new copy/scanner/fax machine off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Judge of Probate, Elections Division - Bay Minette, AL

Model: MX-3551

Price: \$123.55/month

Excess Charge/copy: \$0.0072 BW/ \$0.045 Color

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The current copy machine lease agreement for Judge of Probate, Elections Division located in Annex IV Building in Bay Minette has expired.

Sharp Electronics Corporation has submitted the rental agreement to replace the old copy machine with a new machine. The rental agreement is for thirty-six (36) months off the State of Alabama bid and will include all supplies, toner and developer. The new cost proposal is \$123.55 per month.

FINANCIAL IMPACT

Total cost of recommendation: \$1,482.60 per year

Budget line item(s) to be used: 51300.5223

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?
State Bid Rental Agreement

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: 10/15/2019

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