



Baldwin County Commission

Legislation Text

File #: 20-0085, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 11/5/2019

Item Status: New

From: Wanda Gautney, Purchasing Director/Anu Gary, Administrative Services Manager/Keri Green, Administrative Support Specialist III/Vince Jackson, Planning Director

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Rental of Two (2) New Copy Machines for Baldwin County Central Annex Commission Office Located in Robertsedale, Alabama and Foley Planning and Zoning Office Located in Foley, Alabama

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreements with **Sharp Electronics Corporation** for the rental of two (2) new copy machines off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Planning and Zoning Dept. - Foley, AL

Model: MX-6071

Price: \$229.29/month

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

Location: Central Annex Commission Office - Robertsedale, AL

Model: MX-6051

Price: \$191.93/month

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

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The current copy machine rental agreements for Central Annex Commission Office located in Robertsedale and Planning and Zoning Office located in Foley have expired. Sharp Electronics Corporation has submitted the rental agreements to replace the old 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. The new cost proposal is \$421.22 per month. Cost savings of \$133.37 per month for both machines.

FINANCIAL IMPACT

Total cost of recommendation: \$5,054.64 per year

Budget line item(s) to be used: 51989.223 & 52730.5223

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 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: 11/05/2019

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