



Baldwin County Commission

Legislation Text

File #: 20-0121, **Version:** 1

Meeting Type: BCC Work Session

Meeting Date: 11/12/2019

Item Status: New

From: Wanda Gautney, Purchasing Director

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Rental of One (1) Copy Machine for the Baldwin County Board of Education 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 machine off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Board of Education Superintendent Office - Bay Minette, AL

Model: MX-M6071

Price: \$169.81/month

Excess Charge/copy: \$0.0049 B/W

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The current copy machine rental agreement for the Board of Education has ended. 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 copy machine for the Board of Education Superintendent Office in Bay Minette will be a Sharp MX-M6071 copier in the base amount of \$169.81 per month with the excess charge of \$0.0049 each for black/white copies, with a cost saving of \$50.41. The Baldwin County Commission is required by the Code of Alabama 1975, Section 16-9-24 to provide office equipment to the Baldwin County Board of Education Superintendent of Education and his assistants. Code Section attached for review.

FINANCIAL IMPACT

Total cost of recommendation: \$2,037.72 per year

Budget line item(s) to be used: 58100.5223

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 of Alabama Bid Agreement

Reviewed/approved by: David Conner, County Attorney

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: 11/19/2019

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