



Baldwin County Commission

Legislation Text

File #: 20-0486, **Version:** 1

Meeting Type: BCC Work Session

Meeting Date: 1/14/2020

Item Status: New

From: Wanda Gautney, Purchasing Director/Dean Mott, Chief Probate Clerk

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

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

Location: Probate Office - Bay Minette (Probate Court Division)

Model: MX-4071

Price: \$159.38/month

Excess Charge/copy: \$0.0450/color & .0065/B/W copy

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Probate Court Division located in Bay Minette rental agreement for their current copy machine has expired. Sharp Electronics Corporation has submitted a rental agreement to replace the copy machine with a new machine. The rental agreement is for thirty-six (36) months and will be leased off the State of Alabama bid. The copy machine rental includes all supplies, toner and developer. The new cost proposal will be \$159.38 per month. This is a cost savings of \$408.48 per year.

FINANCIAL IMPACT

Total cost of recommendation: \$1,912.56 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?
Standard State Contract 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: 01/21/2020

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