



# Baldwin County Commission

## Legislation Text

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**File #:** 20-0556, **Version:** 1

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**Meeting Type:** BCC Work Session

**Meeting Date:** 1/14/2020

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Joey Nunnally, County Engineer/Frank Lundy, Maintenance Engineer/Eric Scott, Fleet Manager

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

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### **ITEM TITLE**

Rental of Four (4) New Copy Machines for Various Baldwin County Highway Offices Located at the Central Annex II Building in Robertsdale, Alabama

### **STAFF RECOMMENDATION**

Approve and authorize the Chairman to execute the rental agreements with **Sharp Electronics Corporation** for the rental of four (4) new copy machines off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Highway Administration - Robertsdale Central Annex II - 3rd floor

Model: MX-6071

Price: \$205.35/month

Excess Charge/copy: \$0.0054 BW and \$0.0400/color copy

Location: Highway Accounting - Robertsdale Central Annex II - 3rd floor

Model: MX-6071

Price: \$205.35/month

Excess Charge/copy: \$0.0054 BW and \$0.0400/color copy

Location: Highway Construction Office - Robertsdale Central Annex II - 3rd floor

Model: MX-4071

Price: \$164.53/month

Excess Charge/copy: \$0.0079 BW and \$0.0450/color copy

Location: Highway Permit Office - Robertsdale Central Annex II - 4th floor

Model: MX-6071

Price: \$205.35/month

Excess Charge/copy: \$0.0054 BW and \$0.0400/color copy

### **BACKGROUND INFORMATION**

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

**Background:** The current copy machine rental agreements for the various Highway Offices located at the Central Annex II has ended. The old machines will be replaced with new copy machines which will be leased off the State of Alabama Contract. Sharp Electronics Corporation has submitted rental agreements to replace the four (4) copy 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 \$857.72 per month for the old machines. The new copiers will cost \$780.58 per month which is a cost savings of \$925.68 per year.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$9,366.96 per year

**Budget line item(s) to be used:** Various Highway Budgets

**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