



Baldwin County Commission

Legislation Text

File #: 20-0895, Version: 1

Meeting Type: BCC Work Session

Meeting Date: 3/10/2020

Item Status: New

From: Wanda Gautney, Purchasing Director; Jeannie Pearson, Commission Executive Assistant; Anu Gary, Administrative Services Manager

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Rental of One (1) Copy Machine for the Baldwin County Commission Office at the Satellite Courthouse Located in Foley, 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:

Baldwin County Commission Office Satellite Courthouse, Foley, AL

Model: MX-5071

Price: \$201.55 per month

Excess Charge/copy: \$0.0054 B/W & \$0.0400 Color

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The rental agreement for the copy machine in the Commission Office at the Foley Satellite Courthouse has ended. The old machine will be replaced with a new color copier which will be rented off the State of Alabama Contract. Sharp Electronics Corporation has submitted a rental agreement to replace the old machine with a new machine. The rental agreement is for thirty-six (36) months and will include all supplies, toner and developer. We are currently paying \$216.92 per month for the machine. The new cost proposal is \$201.55 per month. Total cost savings to the County for the machine will be \$184.44 per year.

FINANCIAL IMPACT

Total cost of recommendation: \$2,413.60

Budget line item(s) to be used: 51993.5223

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 of Alabama Contract Standard 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: 03/17/2020

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