



# Baldwin County Commission

## Legislation Text

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**File #:** 20-1229, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 7/7/2020

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Joey Nunnally, County Engineer

**Submitted by:** Loren Lucas, Assistant Purchasing Director

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### **ITEM TITLE**

Rental of Three (3) New Copy Machines for the Baldwin County Highway Maintenance Facilities Located in Bay Minette, Silverhill, and Foley, Alabama

### **STAFF RECOMMENDATION**

Approve and authorize the Chairman to execute the rental agreements with **Sharp Electronics Corporation** for the rental of three (3) new copy machines off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Highway Area 100 Maintenance Facility - Bay Minette, AL

Model: MX-4071

Price: \$149.76/month

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

Location: Highway Area 200 Maintenance Facility - Silverhill, AL

Model: MX-4071

Price: \$161.43/month

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

Location: Highway Area 300 Maintenance Facility - Foley, AL

Model: MX-4071

Price: \$164.53/month

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

### **BACKGROUND INFORMATION**

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

**Background:** The current copy machine rental agreements for three (3) Highway Maintenance Facilities have ended. The old machines will be replaced with new copiers which will be rented off the State of Alabama Contract. Sharp Electronics Corporation has submitted rental agreements to replace the three (3) old copy machines with new machines. The rental agreements are for thirty-six

(36) months and will include all supplies, toner and developer. The monthly cost under the previous rental agreement was \$495.06 per month for the three machines located at the Highway Barns. The new cost proposal for the three machines will be \$475.72 per month. This is a cost savings of \$19.34 per month, \$232.08 per year.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$475.72 per month

**Budget line item(s) to be used:** Highway Budgets 53111.5223, 53112.5223, 53113.5223

**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 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:** 07/07/2020

**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