

Legislation Text

File #: 21-0426, Version: 1

Meeting Type: BCC Regular Meeting
Meeting Date: 2/2/2021
Item Status: New
From: Wanda Gautney, Purchasing Director/Cliff McCollum, Legislative Delegation Director
Submitted by: Loren Lucas, Assistant Purchasing Director

## ITEM TITLE

Lease of One (1) Copy Machine for the Baldwin County Legislative Delegation located at Baldwin County Legislative Delegation Office, Fairhope Satellite Courthouse, 2<sup>nd</sup> Floor

### 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 on the date of full execution as follows:

# Location: Baldwin County Legislative Delegation Office, Fairhope Satellite Courthouse, 2<sup>nd</sup> Floor

Model: MX-3071 Price: \$114.07 per month Excess Charge/copy: \$0.0079 BW, \$0.0450 Color

### BACKGROUND INFORMATION

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

**Background:** The Legislative Delegation Office has requested a copy machine for Senator Chris Elliott's office located on the 2<sup>nd</sup> floor of the Fairhope Satellite Courthouse. Sharp Electronics Corporation has submitted a rental agreement for the copy machine that will be leased off the State of Alabama Contract. The proposed rental agreement is for a period of thirty-six (36) months and will include all supplies, toner and developer. The cost proposal for the copy machine is \$114.07 per month.

### FINANCIAL IMPACT

### Total cost of recommendation: \$114.07 per month

# Budget line item(s) to be used: 51904.5233

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: 02/02/2021

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