



# Baldwin County Commission

## Legislation Text

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File #: 21-0425, Version: 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 2/2/2021

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Teddy Faust, Revenue Commissioner/Dr. Brian Pierce, Coroner

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

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### **ITEM TITLE**

Lease of Copy Machines for the Baldwin County Revenue Commission Offices Located at the Fairhope and Foley Satellite Courthouses and the Coroner's Office Located in Robertsdale

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

#### **Location: Revenue Commission Office - Fairhope Satellite Courthouse**

Model: MX-M3551

Price: \$93.97

Excess Charge/copy: \$0.0055 BW

#### **Location: Revenue Commission Office - Foley Satellite Courthouse**

Model: MX-M3551

Price: \$95.78

Excess Charge/copy: \$0.0055 BW

#### **Location: Baldwin County Coroner's Office**

Model: MX-5071

Price: \$197.96

Excess Charge/copy: \$0.0054 BW, \$0.0400 Color

### **BACKGROUND INFORMATION**

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

**Background:** The lease agreements for the copy machines currently in use at the Fairhope and Foley Revenue Commission Offices and the Baldwin County Coroner's Office have ended. Sharp Electronics Corporation has submitted rental agreements for three (3) new copy machines that will be

leased off the State of Alabama Contract. The proposed rental agreements are for a period of thirty-six (36) months and will include all supplies, toner and developer. Baldwin County is paying a total of \$387.71 per month for the three (3) copy machines currently in use, and this amount would remain the same for the three (3) new machines under the proposed rental agreements.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$387.71 per month

**Budget line item(s) to be used:** 51600.5223; 52400.5223

**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:** 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