



# Baldwin County Commission

## Legislation Text

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File #: 22-1026, Version: 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 6/21/2022

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director / Ann Simpson, BRATS Director / Felisha Anderson, Archives Director / Deidra Hanak, Personnel Director

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

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### **ITEM TITLE**

Rental of Three (3) New Copy Machines for Various Departments for the Baldwin County Commission

### **STAFF RECOMMENDATION**

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

Location: BRATS - Robertsdale, AL

Model: Sharp MX-6071S

Price: \$207.74/month

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

Location: Archives Department - Bay Minette, AL

Model: Sharp MX-6071S

Price: \$215.61 /month

Excess Charge/copy: B/W \$0.0054/copy Color \$0.04/copy

Location: Personnel Dept. - Bay Minette, AL

Model: Sharp MX-6071S

Price: \$273.62 /month

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

### **BACKGROUND INFORMATION**

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

**Background:** The current rental agreements for three (3) copy machines located in Robertsdale BRATS Office, and the Archives and Personnel departments located in Bay Minette are expiring. The old machines will be replaced with new copiers, which will be leased off the State of Alabama

Contract. Sharp Electronics Corporation has submitted the new rental agreements to replace the old machines with new machines. The rental agreements are for thirty-six (36) months and will include all supplies, toner and developer for the machines.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** BRATS: \$2,492.88/year; Archives: \$2,587.32/year; Personnel: \$3,283.44/year

**Budget line item(s) to be used:** Various Department 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 of Alabama Rental Agreements

**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:** 6/21/2022

**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