



# Baldwin County Commission

## Legislation Text

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**File #:** 22-1332, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 8/16/2022

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director / Dean Mott, Chief Clerk Probate Office / Michelle Howard, Anu Gary, Commission Office / Matthew Brown, Planning & Zoning Director / Kelly Childress, Council on Aging Director

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

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### **ITEM TITLE**

Rental of Copy Machines for the Baldwin County Judge of Probate Office - Tag Section, Fairhope Commission Office, Planning & Zoning Department and Council on Aging Department

### **STAFF RECOMMENDATION**

Approve and authorize the Chairman to execute the rental agreements with **Sharp Electronics Corporation** for the rental of four (4) new copy machines off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Judge of Probate, Tag Section - Bay Minette, Alabama

Model: MX-M6071S

Price: \$156.37 / month

Excess Charge / copy: \$0.0049 BW

Location: Commission Office - Fairhope, Alabama

Model: BP-70C36

Price: \$166.74 / month

Excess Charge/copy: \$0.0072 BW / \$0.0450 Color

Location: Planning & Zoning Department - Robertsdale, Alabama

Model: BP-70C55

Price: \$249.43 / month

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

Location: Council on Aging Department - Robertsdale, Alabama

Model: MX-M5051

Price: \$110.99 / month

Excess Charge / copy: \$0.0049 BW

### **BACKGROUND INFORMATION**

**Background:** The Judge of Probate Office in Bay Minette, Fairhope Commission Office, Planning and Zoning Department and Council on Aging Department rental agreements on their current copy machines have expired. Sharp Electronics Corporation has submitted the rental agreements to replace the four (4) copy machines with new machines. The rental agreements are for thirty-six (36) months off the State of Alabama bid and will include all supplies, toner, and developer. We are currently paying a total amount of \$650.46 per month for the four (4) machines. The new cost proposal will be \$683.53 per month for all four (4) machines.

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

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$8,202.36 total per year for the 4 machines

**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 Agreement

**Reviewed/approved by:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

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**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:** 08/16/2022

**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