



Baldwin County Commission

Legislation Text

File #: 22-1343, Version: 1

Meeting Type: BCC Regular Meeting

Meeting Date: 8/16/2022

Item Status: New

From: Wanda Gautney, Purchasing Director / Teddy Faust, Revenue Commissioner

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Lease of One (1) Postage Machine / Letter Opener for Baldwin County Revenue Commission Office

STAFF RECOMMENDATION

Authorize the Chairman to execute the Purchase Order Lease with **Quadient Leasing USA, Inc.**, (Accurate Control of Fairhope) for the lease of one (1) postage machine / letter opener off the State of Alabama bid for thirty-six (36) months as follows:

Revenue Commission Office - Bay Minette, Alabama

IXWP10 - IX Series 10lb Weighing Platform

WP10STDN - 10lb Scale Stand for IXWP10, ISWP10 & INWP10

ECERT-Processing - e-Certify Processing Fee (Used for Lease Renewal Only)

DT-ECERT1KAS - e-Certify Subscription - Level 2 (up to 1,000 e-Certs per year)

IM16 Letter Opener

IX7 - iX-7 Series Base w/Mixed Size Feeder, Sealer, Drop Tray & Ink Cartridge

IXDS7 - Dynamic Weighing Platform for IX Series 7/7PRO Bases

Full Coverage Maintenance Contract:

\$1,813.35 per quarter - total per year \$7,253.40

BACKGROUND INFORMATION

Background: The lease agreement with Quadient (Accurate Control) for the lease of the Postage Machine and Letter Opener for the Revenue Commission expires in September 2022. Quadient is pulling the old machines and replacing them with new machines off the State of Alabama bid. The new mail machine / letter opener will handle the large volume of mail that is generated each day by the Revenue Commission Office. The machine rental is for thirty-six (36) months in the amount of \$1,813.35 per quarter for a total of \$7,253.40.

Previous Commission action/date: N/A

FINANCIAL IMPACT

Total cost of recommendation: \$7,253.40 per year

Budget line item(s) to be used: 12051810.55210

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 Purchase Order Lease

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