



Baldwin County Commission

Legislation Text

File #: 23-0281, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 12/5/2022

Item Status: New

From: Wanda Gautney, Purchasing Director /Tom Waters, Board of Education

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Rental of One (1) Copy Machine for the Baldwin County Board of Education Located in Bay Minette, Alabama

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreement with **Sharp Electronics Corporation** for the rental of one (1) new copy/scanner machine off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Board of Education Superintendent Office - Bay Minette, AL

Model: Sharp BP-70M55

Price: \$181.46/month

Excess Charge/copy: \$0.0049 B/W

BACKGROUND INFORMATION

Background: The current copy machine rental agreement for the Board of Education has ended. Sharp Electronics Corporation has submitted the rental agreement to replace the old copy machine with a new machine. The rental agreement is for thirty-six (36) months off the State of Alabama bid and will include all supplies, toner and developer. The new copy machine for the Board of Education Superintendent Office in Bay Minette will be a Sharp BP-70M55 copier in the base amount of \$181.46 per month with the excess charge of \$0.0049 each for black/white copies. The Baldwin County Commission is required by the Code of Alabama 1975, Section 16-9-24 to provide office equipment to the Baldwin County Board of Education Superintendent of Education and his assistants. Code Section attached for review.

Previous Commission action/date: N/A

FINANCIAL IMPACT

Total cost of recommendation: \$2,177.52 per year

Budget line item(s) to be used: 10058100.52210

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: 12/05/2022

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