



# Baldwin County Commission

## Legislation Text

---

**File #:** 23-1014, **Version:** 1

---

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 5/2/2023

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director / Anu Gary, Administrative Services Manager / Jeannie Peerson, Commission Executive Assistant

**Submitted by:** Susan Kilby-Aaron, Assistant Purchasing Director

---

### **ITEM TITLE**

Rental of One (1) New Copy Machine for the Baldwin County Commission Office Located at the Satellite Courthouse in Foley, 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 machine off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Baldwin County Commission Office - Foley Satellite Courthouse

Model: BP-70C45

Price: \$192.41/month

Excess Charge/copy: \$0.0065 BW and \$0.0450/color copy

### **BACKGROUND INFORMATION**

**Background:** The rental agreement for the copy machine at the Foley Commission Office has ended. The old machine will be replaced with a new color copier which will be leased off the State of Alabama Contract. Sharp Electronics Corporation has submitted a rental agreement to replace the old machine with a new machine. The rental agreement is for thirty-six (36) months and will include all supplies, toner, and developer. We are currently paying \$201.55 per month which will be a cost savings of \$109.68 per year. Rental Agreement attached for review.

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

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$2,308.92 Annually

**Budget line item(s) to be used:** 10051993.52210

**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?**  
N/A

**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:** 5/2/2023

**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