

**BALDWIN COUNTY COMMISSION
AGENDA ACTION FORM**

Meeting Type:	Baldwin County Commission – Regular
Meeting Date:	11/01/2016
Placement of Item on the Agenda:	CONSENT AGENDA: - BUDGET/PURCHASING
Item Status:	New
Submitted By:	Wanda Gautney
From:	Wanda Gautney/Terri Graham, Solid Waste Director
ITEM TITLE	
Rental of One (1) Copy Machine for the Baldwin County MacBride Landfill Located in Loxley, Alabama	
STAFF RECOMMENDATION	
<p>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:</p> <p>Location: MacBride Landfill – Loxley, AL Model: MX-3050N Price: \$173.45 /month Excess Charge/copy: \$0.0079/BW; \$0.045 Color</p>	
BACKGROUND INFORMATION	
Previous Commission Action/Background Information:	No
<p>The MacBride Landfill rental agreement on their current copy machine has expired. Sharp Electronics Corporation has submitted a rental agreement to replace the copy machine with a new machine. The rental agreement is for thirty-six (36) months and will be leased off the State of Alabama bid. The new cost proposal will be \$173.45 per month.</p>	
FINANCIAL IMPACT	
Does the recommendation have a financial impact?	Yes
Total cost of recommendation?	\$2,081.40 per year

Are there funds budgeted for this recommendation?	Yes
Budget line item(s) to be used:	54330.5223
Balance remaining in the line item after recommended expenditure:	-0-
Does the recommendation create a need for continued funding which is not included in the current budget?	No
LEGAL IMPACT	
Are there any legal documents required to be executed if this recommendation is approved?	Yes
Does this documentation require County Attorney's review and approval?	No
Is this routine documentation reviewed and approved by Department Head?	No
ADVERTISING REQUIREMENTS	
Is advertising required for this recommendation?	No
CONSISTENCY WITH B.C. STRATEGIC PLAN - 2006-2016	
Is the recommendation applicable to the goals set forth in the Strategic Plan?	Yes
POLICY IMPACT	
Is the recommendation consistent with Commission Policy?	Yes
Which Commission policy is applicable to this recommendation?	BC Purchasing Policies
PERSONNEL IMPACT	
Does the recommendation have personnel impact?	No
IMPLEMENTATION	
Is implementation for this item time sensitive?	No
Department(s)/Individual(s) responsible for follow up activities and specific actions required:	Wanda Gautney/Purchasing Manager - letter to vendor
ATTACHMENTS	
1. Rental Agreement MacBride Landfill.pdf	
APPROVALS	
Budget	Christie Davis 10/25/2016 10:38:06 AM
Personnel	
Administration	Keri Green 10/25/2016 11:14:48 AM
Chairman and County Administrator	Chris Elliott 10/26/2016 6:42:29 PM

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