



## Administrative Services Committee Meeting

Meeting Date: May 13, 2025

Augusta Procurement Department

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<b>Department:</b>	Augusta Procurement Department – Purchase of Kardex Remstar Megamat Office Vertical Carousel
<b>Presenter:</b>	Darrell White, Interim Director
<b>Caption:</b>	Motion to approve the purchase of one (1) Kardex Remstar Megamat Office Vertical Carousel in an amount not to exceed \$60,000.00 for the Augusta Procurement Department.
<b>Background:</b>	<p>The purpose of this project is to replace the Kardex Office Vertical Carousel machine currently in use by the Procurement Department.</p> <p>The current machine is over 20 years old and parts for the machine are no longer available. The machine is frequently inoperable due to its age, and it cannot be repaired. The machine is a necessity for the Procurement Department due to the large number of files that the department must keep on hand to carry out its day-to-day operations.</p> <p>Other Richmond County Departments have expressed a need for the same type of machine, as their machines are also 15-20 years old and frequently in need of repairs which can no longer be made due to the unavailability of the necessary parts.</p>
<b>Analysis:</b>	We have received a proposal from Kardex Remstar to replace our current machine. The price quoted is \$50,896.55 which includes installation, freight, and tariffs. The Vertical Carousel will be purchased through Sourcewell under Augusta-Richmond County's account.
<b>Financial Impact:</b>	The funds for the Vertical Carousel will be taken from the Augusta-Richmond County capital expenditures account.
<b>Alternatives:</b>	To deny.
<b>Recommendation:</b>	Recommend Approval.
<b>Funds are available in the following accounts:</b>	272016410-5423210
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A