

Staff Report

Subject: Approval of Scheduled Maintenance Agreement with Southeastern Laundry Equipment Sales for the Effingham County Prison

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Department: Prison

Meeting Date: October 17, 2023

Item Description: Scheduled Maintenance Agreement with Southeastern Laundry Equipment Sales for the Effingham County Prison

Summary Recommendation: Staff recommends approval of the Scheduled Maintenance Agreement with Southeastern Laundry Equipment Sales for the Effingham County Prison

Executive Summary/Background:

- The Director of Facilities Maintenance, Fred Ryan, is requesting approval of the Scheduled Maintenance Agreement for the Prison laundry on behalf of Prison staff. This agreement includes quarterly multi-point inspections/service visits. This will provide a proactive approach to the equipment maintenance and help with avoiding downtimes on the machines. The Effingham County Jail also utilizes these machines.
- This agreement is for a 12-month period and will automatically renew each year unless written request to terminate is issued by either party.
- The County will be billed \$625.00 for each service visit. There are five (5) units currently at the Prison that will be included in this agreement.
- Southeastern Laundry Equipment Sales is the vendor that is regularly used for services calls/repairs on the current equipment.

Alternatives for Commission to Consider

1. Approval of Scheduled Maintenance Agreement with Southeastern Laundry Equipment Sales for the Effingham County Prison for quarterly payments of \$625
2. Take no action.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Prison, Facilities Maintenance, Purchasing

Funding Source: Prison Operating Budget

Attachments: Scheduled Maintenance Agreement

