

**INTERGOVERNMENTAL AGREEMENT ESTABLISHING THE  
COOPERATIVE PURCHASING ASSOCIATION of SOUTH ALABAMA**

This Agreement made this day 19<sup>th</sup> of April, 2005, between the public bodies governed by the General Provisions of the public contracts law of the State of Alabama (Code of Alabama, ' 41-16-21.1 and 41-16-50) located within the southern region of Alabama, (southern region being defined as the counties of Escambia, Baldwin and Mobile counties), within each of these counties, or adjoining counties, of Alabama, or other entities that choose to be governed by the provisions of the **COOPERATIVE PURCHASING ASSOCIATION of SOUTH ALABAMA** intergovernmental agreement and by-laws as hereinafter set forth,

**WITNESSETH:**

In consideration of the premises and the mutual covenants and agreements stipulated herein, and pursuant to the authority granted by the State of Alabama under the General Provisions of the public contracts law of the State of Alabama (Code of Alabama, ' 41-16-21.1 and 41-16-50), the parties hereto do hereby agree as follows:

**SECTION 1**

The parties hereto do hereby create, as a voluntary association, the **COOPERATIVE PURCHASING ASSOCIATION of SOUTH ALABAMA**, hereinafter referred to as "the Cooperative", for the purpose of coordinating cooperative joint purchases for the mutual economic advantage of its members. The Cooperative shall consist of each entity participating in this Agreement. Said Cooperative shall be free to adopt such rules for organization and procedure as it may deem suitable for the conduct of its business.

**SECTION 2**

There is hereby established an Advisory Board comprised of a representative of each participating entity, as designated by such participating entity, with one vote being allocated to each participant in all matters. The Advisory Board shall promulgate rules, regulations, and/or bylaws in accordance with the laws of the State of Alabama, for the operation and maintenance of the Cooperative, including but not limited to the employment of a coordinator and the determination of the assessment or method of determination of the assessment for membership. Annually, the Advisory Board shall elect by majority vote of those present, a chairperson. The chairperson shall have signature authority for the Cooperative in the matter of employing the coordinator. The coordinator is designated as the purchasing agent for the members of the cooperative pursuant to Code of Alabama '41-16-21.1, this agreement, and the by-laws of the cooperative.

**SECTION 3**

The Advisory Board shall work with the coordinator to determine commodities and services to be bid. Each participating entity shall determine the manner of selecting its representative; however, it is recognized that personnel with responsibilities associated with the purchasing process are more ideally suited as representatives.

plans and specifications as provided by law. In all cases where appropriate, the Cooperative shall seek to use standard specifications such as those used by the State of Alabama, the National Institute of Governmental Purchasing, the American Society of Testing and Materials, and other appropriate standards not cited herein.

#### SECTION 6

One member agency, hereinafter referred to as the host agency, shall act as the lead agency for the Cooperative and will assume the responsibility for housing the coordinator and the operations of the cooperative. The coordinator and the host agency have the authority to expend the funds of the cooperative for operations. The coordinator with assistance from the host agency will be responsible for coordinating and advertising for bids on behalf of the other members of the Cooperative participating on a particular bid. As such, the host agency and the coordinator shall be designated to receive, open, and tabulate the bids, and make the award of the bid on behalf of the other participating governments at the time and in the manner provided by law with at least two members of the advisory board present.

#### SECTION 7

Responses to all bids will be received by the coordinator and host agency. Not later than fifteen (15) days following the receipt of bids, the Coordinator will submit to all participating members a complete tabulation of all bids received and a recommendation as to the lowest responsible bidder.

If the Coordinator determines that the lowest bidder is not responsible and accordingly certifies that some other bidder has the lowest responsible bid, it will include an explanation and report on its findings along with the tabulation and recommendation.

#### SECTION 8

Contracts of purchase will be awarded to the lowest responsible bidder as recommended by the coordinator, except as provided for herein. Each party to this Agreement shall prepare separate and individual contracts and requisitions when providing for procurement of items coordinated through and in accordance with any recommendation by the Coordinator.

#### SECTION 9

Participation by any member of the cooperative in any particular bid is voluntary. Further, each individual member may reserve the right to disregard the recommendation of the host agency and the Coordinator as to the lowest responsible bid in favor of applying its existing residence privilege pursuant to the public contract law of the State of Alabama (Code of Alabama '41-16-50). In that event, each member jurisdiction may reserve the right to utilize specifications and bids prepared through the Cooperative and to award contracts of purchase, individually and on its own behalf; provided, however, that invitations for such individual bids are not advertised, nor are awarded within sixty (60) days of the period in which the Cooperative is soliciting and awarding bids for the same products and/or services, except in cases of emergency or extreme hardship pursuant to the public contract law of the State of Alabama (Code of Alabama '41-16-53).

#### SECTION 10

The Cooperative, the coordinator, and the host agency will not assume any financial or contractual obligation for any commodities, materials, and/or services for which the cooperative, the coordinator, and the host agency



## SECTION 12

In the interest of the success of the Cooperative, those parties stipulating to this Agreement will be required to remain as members of the Cooperative for a period of not less than twelve (12) months from the date of inception or from the date of signing of this agreement and the beginning of a fiscal year (defined as October 1<sup>st</sup> of each calendar year). Any entity that signs this agreement during a fiscal year shall be charged a pro rata share of the annual assessment for the remainder of the fiscal year.

## SECTION 13

Any jurisdiction that wishes to terminate its membership in the Cooperative shall do so by indicating the same in writing to the Coordinator and the chief executive of the host agency. Members will agree to exercise this option only at the beginning of each fiscal year. Likewise, membership of a participating entity in the Cooperative will be terminated automatically upon legal dissolution of such participating entity. However, under no circumstances will any exiting or dissolved jurisdiction be entitled to reimbursement of fees or other funds previously expended for the establishment, operation, or maintenance of the Cooperative.

## SECTION 14

To facilitate the success of the Cooperative, the Advisory Board agrees to employ under contract the coordinator who is designated as the purchasing agent for the Cooperative and will have primary responsibility for contract design and coordination of joint bids with the other members to this agreement. The coordinator shall hire and employ other personnel as needed and allowed within the budget of the cooperative. The total expense of the coordinator, other personnel, and operations of the cooperative will be divided among the participating members. The participating members reserve the right to assess themselves, based on a fee and/or formula to be determined on an annual basis.

## SECTION 15

Any participating member's use of the cooperative contracts can be terminated for non-payment of their annual assessment. If a member does not pay the host agency such annual assessment within 45 days of the billing date the coordinator shall contact the member to determine the reason for nonpayment. The member then has 45 days from that contact date to pay the due amount in full, unless otherwise agreed upon by the coordinator and the agency in question. If after the 90 days from the billing date, the member has not paid in full, the name of the agency will be removed from all cooperative contracts and all vendors will be notified that the agency is, by law not allowed to use the cooperative contracts.

## SECTION 16

The members of the Cooperative and the coordinator shall have the power, pursuant to laws of the State of Alabama (Code of Alabama '41-16-21.1 and 41-16-50), to jointly contract with consultants and other such resources as is deemed necessary to provide services authorized by law for the development and realization of the Cooperative's objectives.

## SECTION 17

This Agreement will take effect upon execution by the signatories.

IN WITNESS WHEREOF, the parties hereto, having obtained the full consent of their governing bodies, have caused this Agreement to be executed by their duly authorized officers on the day and year written above.

AGENCY OF \_\_\_\_\_, ALABAMA,

BY: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

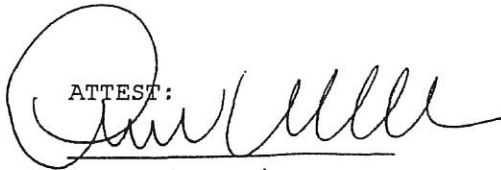
Its: \_\_\_\_\_

COUNTY OF Baldwin, ALABAMA,  
a ~~Municipal~~ Public Corporation

BY: David E Bishop

Its: Chairman

ATTEST:



Its: Clerk/Treasurer

CITY OF \_\_\_\_\_, ALABAMA,  
a Municipal/Public Corporation

BY: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Its: \_\_\_\_\_

NUMBER	DATE	DESCRIPTION	GROSS AMOUNT	DEDUCTIONS	AMOUNT PAID
MEMBERSHIP	04-15-05		500.00		500.00
			500.00		500.00

BALDWIN COUNTY COMMISSION  
DISBURSEMENT ACCOUNT  
312 COURTHOUSE SQUARE, SUITE 11  
BAY MINETTE, AL 36507



SouthTrust Bank  
SouthTrust Bank  
Bay Minette, Alabama  
01-06191

068735

CHECK NO. 00068735

DATE	AMOUNT
04/15/05	\$500.00

54037

VOID IF NOT CASHED IN 60 DAYS

HUNDRED AND 00/100

OF: South Alabama Regional  
Planning Commission  
P. O. Box 1665  
Mobile AL 36633

David E. Bishop<sup>TM</sup>  
Per. 101/1111

SouthTrust Bank  
Bay Minette, Alabama  
01-06191