



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 20-0707      **Version:** 1

**Type:** Work Session      **Status:** Agenda Ready

**File created:** 1/31/2020      **In control:** Baldwin County Commission Special Work Session

**On agenda:** 2/11/2020      **Final action:**

**Title:** Aaron Media Services - Professional Services Agreement for Baldwin County Commission Documentaries

**Indexes:**

**Attachments:** 1. Professional Services Agreement, 2. Exhibit A, 3. Certificate of Liability (REDACTED)

Date	Ver.	Action By	Action	Result
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**Meeting Type:** BCC Work Session  
**Meeting Date:** 2/11/2020  
**Item Status:** New  
**From:** Felisha Anderson, Archives Director  
**Submitted by:** Felisha Anderson, Archives Director

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### ITEM TITLE

Aaron Media Services - Professional Services Agreement for Baldwin County Commission Documentaries

### STAFF RECOMMENDATION

Approve the renewal Agreement for Professional Services between the Baldwin County Commission and Aaron Media Services for the recording and production of documentaries. The terms of the agreement will be from April 6, 2020 to April 7, 2021, (12 months), with an option to renew upon agreement of both parties for a twelve (12) month period, not to exceed thirty-six (36) months.

### BACKGROUND INFORMATION

#### **Previous Commission action/date:**

04/03/2018 meeting: Approved the agreement for professional services between the Baldwin County Commission and Aaron Media Services for the recording and production of documentaries. The terms of the contract will be from April 3, 2018, to April 4, 2019, (12 months), with an option to renew upon agreement of both parties for a twelve (12) month period, not to exceed thirty-six (36) months.

**Background:** Staff is proposing that the Commission approve the renewal agreement with Aaron Media Services for production of documentaries for the Baldwin County Archives and History Department. The effective dates will be from April 6, 2020 to April 7, 2021 (12 months), with an option to renew upon agreement of both parties for a twelve (12) month period, not to exceed thirty-six (36) months. Eleven (11) documentaries were approved in the Fiscal Year 2020 Budget

(Resolution # 2019-144) on September 20, 2019. The rates for the audio video services will be at \$2,850.00 per documentary.

The current commercial General Liability insurance coverage does not expire until March 23, 2020. Upon approval, renewal of coverage will be submitted to staff at a later date, but no later than April 6, 2020.

The Archives and History Department is pleased to be able to use these services to assist in preserving important events, information and stories of Baldwin County and its citizens for the Baldwin County Commission.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$2,850.00 per documentary

**Budget line item(s) to be used:** 51906-5150

**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?**  
Yes.

**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:** N/A

**Individual(s) responsible for follow up:** Administration

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
Send Correspondence (with 2 original Agreements) to:

Aaron Media Services,  
Robin Visel,  
111 Lawson Road,  
Daphne, Alabama 36526

**Additional instructions/notes:** Felisha Anderson, Archives, to provide Administration with updated insurance documents by April 6, 2020.