



Baldwin County Commission

Legislation Text

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

Meeting Type: BCC Work Session
Meeting Date: 2/11/2020
Item Status: New
From: Felisha Anderson, Archives Director
Submitted by: Felisha Anderson, Archives Director

ITEM TITLE

..Title

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

..Body

STAFF RECOMMENDATION

..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.

..End

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

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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.