



# Baldwin County Commission

## Legislation Text

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File #: 18-0853, Version: 1

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**Meeting Type:** BCC Work Session

**Meeting Date:** 8/28/2018

**Item Status:** New

**From:** Joey Nunnally, P.E., County Engineer

Taylor Rider, BRATS Director of Transportation

**Submitted by:** Chandra Middleton, Assistant Director of Transportation

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### **ITEM TITLE**

2018-2019 Contract for Courier Services between Baldwin County Commission and Coastal Alabama Community College

### **STAFF RECOMMENDATION**

Take the following actions:

1. Approve a "Contract for Services" between the Baldwin County Commission and Coastal Alabama Community College for the Baldwin Regional Area Transit System (BRATS) to provide courier services to all the Coastal Alabama Community College locations in Baldwin County on Monday through Friday at the cost of \$1,187.00 per month to be paid by the Coastal Alabama Community College. *(The term of this contract shall commence on October 1, 2018, and expire September 30, 2019.);* and
2. Authorize the execution of any document related to this contract.

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** N/A

**Background:** Coastal Alabama Community College has requested that BRATS renew the annual contract providing courier service to all their existing locations within Baldwin County. They believe that continuing this service will continue to benefit the college and promote comity between the two entities. This annual contract shall be effective and control any and all service rendered from the date of October 1, 2018, and it shall be binding up to and including September 30, 2019. Coastal Alabama Community College agrees to the payment schedule of \$1,187.00 per month for these services.

The payment schedule in 2017-2018 for courier services for Coastal Alabama Community College was \$1,158.00 per month.

This contract has not been altered since last year's approval with the exception of names, titles, amounts, and addresses as deemed necessary.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**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?**

N/A

**Reviewed/approved by:** N/A

**Additional comments:** This contract has not been altered since last year's approval with the exception of names, titles, amounts, and addresses as deemed necessary.

### **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:** Contract must be fully executed prior to October 1, 2018.

**Individual(s) responsible for follow up:** Administration Staff and BRATS Staff

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**

1. Administration Staff is responsible for follow up on activities on this recommendation.

2. Specific action/actions required as follow up:

A. Have two (2) original contracts executed. (One for Baldwin County Commission and one for Coastal Alabama Community College.)

B. Mail the original contracts to:

Coastal Alabama Community College  
Attention: Dean Jim Fitzgerald  
1900 US Highway 31 South  
Bay Minette, Alabama 36507

C. Once received from CACC, obtain signature of Chairman and County Administrator for the Contract for Services.

D. Witness and notarize signatures in appropriate areas of said contract.

E. Forward a full executed original to CACC and a copy to BRATS Assistant Director, Chandra Middleton.

F. BRATS bookkeeping will bill accordingly.

**Additional instructions/notes:** Jessica Davis of Coastal Alabama Community College has been handling agreement for Mr. Fitzgerald.