



# Baldwin County Commission

## Legislation Text

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**File #:** 20-0805, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 2/18/2020

**Item Status:** New

**From:** Terri Graham, Development and Environmental Director

**Submitted by:** Suzanne Doughty, Senior Accountant

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### ITEM TITLE

Baldwin County Solid Waste Standard On-call Contract for Engineering and Related Services

### STAFF RECOMMENDATION

Based on Baldwin County Policy #9.10, take the following action related to standard on-call contract for engineering and related services:

1) Make the following standard Master On-Call Contract for Professional Services part of the record:

LaBella PC

2) Approve and Authorize the Chairman to execute the contract including the attached Exhibit A, Insurance Requirements. The Contract shall be effective and commence immediately upon the same date as its full execution, and the same shall terminate upon the earlier of (i) the expiration of thirty six (36) months or (ii) a written notification of termination received by either party within the required thirty (30) day period.

### BACKGROUND INFORMATION

**Previous Commission action/date:** Yes - 06/18/2019

**Background:** During the June 18, 2019, regularly scheduled Baldwin County Commission Meeting, the following eleven (11) master on-call contracts were approved and sent to vendors for execution:

1. Aptim Government Solutions, LLC
2. CDG Engineers and Associates
3. Cornerstone Environmental Group, LLC
4. Environmental Business Services
5. Goodwyn, Mills and Cawood, Inc.
6. Green Electric
7. Highlands Technical Services, Inc.
8. Payne Environmental Services
9. SCS Field Services

- 10. Thompson Engineering, Inc.
- 11. Volkert BG, Inc.

To date, eleven (11) of the sixteen (16) mailed contracts have been signed and returned to the Commission. Staff has not received signed contracts back from the following vendors: LaBella PC (formerly Joyce Engineering), Pace Analytical (formerly Envirochem, Inc.), Southern Earth Sciences, Inc., Terracon Consultants, Inc., and TTL, Inc.

Staff would like to make these contracts part of the record as these vendors will be the Master On-Call Contractors for Engineering and Related Services, once the Commission Chairman signs the contracts and they are fully executed.

Policy #9.10 was approved by the Baldwin County Commission on January 19, 2016, and this policy established a uniform method for the acquisition of engineering and related services for all Solid Waste Department projects. The approval of the attached on-call contracts will allow the Development and Environmental Director to select a qualified consultant from an established list of contract consultants for projects estimated and budgeted less than or equal to \$100,000.00.

#### 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?

Yes

Reviewed/approved by: Reviewed by Brad Hicks, County Attorney, February 5, 2020

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 Staff & Terri Graham, Development and Environmental Director

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

Administration staff to have Chairman sign the agreement and send fully executed copy of agreement to vendor.

LaBella  
1604 Ownby Lane  
Richmond, Virginia 23220

**Additional instructions/notes:** N/A