



# Baldwin County Commission

## Legislation Text

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**File #:** 19-0810, **Version:** 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 3/6/2019  
**Item Status:** New  
**From:** Felisha Anderson, Archives Director  
**Submitted by:** Felisha Anderson, Archives Director

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### ITEM TITLE

\*Professional Services Agreement with Aaron Media Services - 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 term of the Agreement will be from April 5, 2019 to April 6, 2020 (12 months), with an option to renew upon agreement of both parties for a twelve (12) month period.

### BACKGROUND INFORMATION

**Previous Commission action/date:** BCC Work Session 02/26/2019, BCC Work Session 03/27/2018, BCC Regularly Scheduled Meeting 04/03/2018, BCC Regularly Scheduled Meeting 09/18/2018

**Background:** Staff is asking the Commission to renew the Professional Services Agreement between Aaron Media Services for production of documentaries for the Baldwin County Archives and History Department. The term of the agreement will be from April 5, 2019, to April 6, 2020 (12 months), with an option to renew. Six documentaries were approved in the FY 2019 Budget (Resolution #2018-118) on 09/18/2018.

The first approval of the Agreement was on April 3, 2018 during the regularly scheduled Commission Meeting. The term of the first Agreement was from April 3, 2018 to expire April 4, 2019 (12 months), with an option to renew. The rates for the audio and video services will be at \$2,850 per documentary.

The current commercial General Liability insurance coverage does not expire until March 23, 2019. Upon approval, renewal of coverage will be submitted at a later date.

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 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?

Y

Reviewed/approved by: N

Additional comments: N

**ADVERTISING REQUIREMENTS**

Is advertising required for this recommendation? N

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 Correspondence (with 2 original Agreements)  
to: Aaron Media Services, Robin Visel, 111 Lawson Road, Daphne, Alabama 36526

Action required (list contact persons/addresses if documents are to be mailed or emailed): Aaron  
Media Services, Robin Visel, 111 Lawson Road, Daphne, Alabama 36526

Additional instructions/notes: N/A