



Baldwin County Commission

Legislation Text

File #: 21-0374, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 2/17/2021
Item Status: New
From: Felisha Anderson, Archives Director
Submitted by: Felisha Anderson, Archives Director

ITEM TITLE

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

STAFF RECOMMENDATION

Approve an Agreement for Professional Services Contract between the Baldwin County Commission and Aaron Media Services for the recording and production of documentaries. The terms of the agreement are April 13, 2021 to April 14, 2022, with an option to renew upon agreement of both parties for up to two additional twelve (12) month periods, not to exceed thirty-six (36) months.

BACKGROUND INFORMATION

Previous Commission action/date:

Background:

April 3, 2018: Approved an Agreement for Professional Services Contract between the Baldwin County Commission (BCC) and Aaron Media Services for the recording and production of documentaries from April 3, 2018, to April 4, 2019, twelve (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.

March 6, 2019: Approved an extension to the Agreement for Professional Services Contract between the BCC and Aaron Media Services for the recording and production of documentaries from April 5, 2019, to April 6, 2020.

February 18, 2020: Approved an extension to the Agreement for Professional Services Contract between the BCC and Aaron Media Services for the recording and production of documentaries from April 6, 2020, to April 7, 2021.

Staff is proposing that the Commission approve a new Agreement with Aaron Media Services for production of documentaries for the Baldwin County Archives and History Department. Five (5) documentaries were approved in the Fiscal Year 2021 Budget (Resolution #2020-127) on September 22, 2020. The rates of the audio video services will be \$3,000.00 per documentary.

The current commercial General Liability insurance coverage does not expire until March 23, 2021. Upon approval, renewal coverage will be submitted to staff no later than April 13, 2021.

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: \$3000.00 per documentary, not to exceed \$15,000.00 - Budgeted in FY2021

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: Brad Hicks, County Attorney (Approved on January 18, 2021)

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,
Donald R. Visel
111 Lawson Road,
Daphne, Alabama 36526

Additional instructions/notes: Felisha Anderson, Archives Director, to provide Administration with updated insurance documents by April 13, 2021.