



## COUNTY COMMISSION

BALDWIN COUNTY  
312 COURTHOUSE SQUARE  
SUITE 15

BAY MINETTE, ALABAMA 36507  
(251) 580-2520 PH  
(251) 580-2536 FX

WANDA GAUTNEY  
PURCHASING DIRECTOR

August 3, 2021

Wiley Services  
P. O. Box 965  
Bay Minette, AL 36507  
ATTN: Scott Wiley

**REFERENCE:** Quotes for Installing Two (2) New HVAC Units at the Baldwin County Health Department Office Building Located in Bay Minette, Alabama for the Baldwin County Commission

Dear Mr. Wiley:

Enclosed is a copy of the executed contract for your files. This letter is your **Notice to Proceed**.

Please contact Derrick Crocker, with the Baldwin County Building Maintenance Department, at (251) 600-9716 to coordinate this work.

If you have any questions, please contact me at (251) 580-2520.

Sincerely,

WANDA GAUTNEY, Purchasing Director  
Baldwin County Commission

Attachment

cc: Derrick Crocker, Building Maintenance Dept.

State of Alabama )  
County of Baldwin )

## CONTRACT FOR PUBLIC WORKS SERVICES

This Contract for **Professional and Construction** Services is made and entered into by and between the County of Baldwin (hereinafter called "COUNTY") acting by and through its governing body, the Baldwin County Commission, and Wiley Services (hereinafter referred to as "PROVIDER").

### WITNESSETH:

**Whereas**, the Baldwin County Commission staff obtained quotes for labor only to install two (2) new HVAC Units at the Baldwin County Health Office Building located in Bay Minette, Alabama; and

**Whereas**, PROVIDER presented the lowest quote to the COUNTY. Therefore, COUNTY wishes to retain PROVIDER, and PROVIDER wishes to provide those services hereinafter set out under the following terms and conditions.

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants herein contained, the sufficiency of which being hereby acknowledged, PROVIDER and COUNTY do hereby agree as follows:

**I. Definitions.** The following terms shall have the following meanings:

- A. COUNTY: Baldwin County, Alabama
- B. COMMISSION: Baldwin County Commission
- C. PROVIDER: Wiley Services

**II. Obligations Generally.** The COUNTY hereby retains, and the PROVIDER agrees to perform for the COUNTY, those public works services as hereinafter set forth. This document shall serve as the binding contract for the services of PROVIDER. PROVIDER shall immediately commence performance of the services outlined herein upon full execution of this Contract. All work shall be commenced and completed in a timely manner as, and at the times, herein set out.

**III. Recitals Included.** The above recitals and statements are incorporated as part of this Contract and shall have the effect and enforceability as all other provisions herein.

**IV. Professional Qualifications.** For the purpose of this Contract, the PROVIDER represents and warrants to the COUNTY that it possesses the professional, technical, and administrative personnel with the specific experience and training necessary to provide the professional services required herein.

**V. No Prohibited Exclusive Franchise.** The COUNTY neither perceives nor intends, by this Contract, a granting of an exclusive franchise or violation of Art. I, Section 22 of the Alabama Constitution.

**VI. Representation/Warranty of Certifications, Etc.** PROVIDER represents and warrants that PROVIDER is presently certified, licensed and otherwise permitted under all necessary and applicable laws and regulations to perform the services herein, and that PROVIDER shall renew, maintain, and otherwise ensure that all such certifications, licenses, and permits are current and valid, without interruption, for and through completion of the services. The representation and warranty aforesaid is a material inducement to the COUNTY in entering this Contract, and the parties agree that the breach thereof shall be deemed material at the County's option.

**VII. Legal Compliance.** PROVIDER shall at all times comply with all applicable Federal, State, local and municipal laws and regulations.

**VIII. Independent Contractor.** PROVIDER acknowledges that it is an independent contractor, and PROVIDER shall at all times remain as such in performing the services under this Contract. PROVIDER is not an employee, servant, partner, or agent of the COUNTY and has no authority, whether express or implied, to contract for or bind the COUNTY in any manner. The parties agree that PROVIDER shall be solely responsible for and shall have full and unqualified control over developing and implementing its own means and methods, as it deems necessary and appropriate in providing the aforementioned services, and that the COUNTY's interests herein are expressly limited to the results of said services. PROVIDER is not entitled to unemployment insurance benefits, and PROVIDER is responsible for and obligated to pay any and all federal and state income tax on any monies paid pursuant to this Contract.

**IX. No Agency Created.** It is neither the express nor the implied intent of PROVIDER or COUNTY to create an agency relationship pursuant to this Contract. Therefore, the PROVIDER does not in any manner act on behalf of COUNTY and the creation of such a relationship is prohibited and void.

PROVIDER: Wiley Services  
P. O. Box 7724  
Spanish Fort, AL 36527  
ATTN: Scott Wiley

COUNTY: Baldwin County Commission  
c/o Chairman  
312 Courthouse Square  
Suite 12  
Bay Minette, AL 36507

**XVI. Services to be Rendered.** PROVIDER is retained by the COUNTY as a professionally qualified **contractor**. The general scope of work for the services shall include all the terms and Conditions of the **“Attachment A.”** the same being expressly incorporated herein by reference, and without limitation will encompass:

**“Quotes for Installing Two (2) New HVAC Units at the Baldwin County Health Department Office Building Located in Bay Minette, Alabama for the Baldwin County Commission described in Attachment A”.**

A. PROVIDER will provide ongoing communications with COUNTY regarding this service, including updates, emails and etc. as requested. Additionally, PROVIDER will meet with COUNTY as needed or requested.

B. PROVIDER is responsible for the professional quality, technical accuracy, timely completion and coordination of all services furnished by or in relation to this Contract.

C. PROVIDER represents and warrants that its services shall be performed within the limits and standards provided by the COUNTY, in a manner consistent with the level of care and skill ordinarily exercised by similar providers under similar circumstances at the time the services are performed.

**XVII. General Responsibilities of the COUNTY.**

A. The COUNTY shall provide reasonable notice to PROVIDER whenever the COUNTY actually observes or otherwise actually becomes aware of any development that affects the scope or time of PROVIDER’s services hereunder or any defect or nonconformance in the work of PROVIDER.

B. The COUNTY shall pay to PROVIDER the compensation as,

and subject to the terms set out below.

**XVIII. Termination of Services.** The COUNTY or PROVIDER may terminate this Contract, with or without cause or reason, by giving thirty (30) days written notice of such to the other party. Upon receipt of such notices, PROVIDER shall discontinue its work to the extent specified in the notice.

In the event of termination, the COUNTY shall pay PROVIDER for all services satisfactorily rendered, and for any expenses deemed by COUNTY to be a reimbursable expense incurred pursuant to this Contract and prior to the date of termination.

**XIX. Compensation Limited.** The compensation to be paid to the PROVIDER shall be the full compensation for all work performed by PROVIDER under this Contract. Any and all additional expenditures or expenses of PROVIDER, not listed in full within this Contract, shall not be considered as a part of this Contract and shall not be demanded by PROVIDER or paid by COUNTY.

**XX. Direct Expenses.** Compensation to PROVIDER for work shall be **\$17,932.00.** Said compensation shall be all inclusive, including without limitation, reimbursement of all cost, incidentals and operating expense associated with those directly engaged in performance of the requested services.

**XXI. Method of Payment.** PROVIDER shall submit invoices to the COUNTY for payment for work performed. Such invoice shall be accompanied by a detailed account of compensation to be paid PROVIDER.

Payment shall be made by the COUNTY within ten (10) days of the approval of the invoice submitted by the PROVIDER. The COUNTY agrees to review and approve invoices submitted for payment in a timely manner.

**XXII. Effective and Termination Dates.** This Contract shall be effective, and commence immediately upon the same date as its full execution once the equipment is received by Baldwin County Commission and shall terminate upon either the expiration of ten (10) days from the date the notice to proceed is issue, or upon a written notification thereof received by either party within the required ten (10) day period. Nothing herein stated shall prohibit the parties from otherwise terminating this Contract according to the provisions herein.]

**XXIII. Force Majeure.** The Parties hereto shall incur no liability to the other if performance becomes impossible or impracticable by reason of an event or effect that the parties could neither have anticipated nor controlled. This

allowance shall include both an act of nature and acts of third parties. Any costs that would otherwise be incurred and/or necessitated by the provisions herein shall be alleviated for either party by such event or effect.

**XXIV. Indemnification.** To the fullest extent allowed by law, Provider shall indemnify, defend and hold County, and its Commissioners, affiliates, employees, agents, and representatives (collectively "County") harmless from and against any and all claims, demands, liabilities, damages, losses, judgments, costs, and expenses including, without limitations, attorneys' fees, and costs, for any and all personal injury (including death) and property damage of any kind or nature whatsoever, incurred by, asserted against, or imposed upon County, as a result of or in any manner related to provision of services hereunder, or any act or omission, by Provider. Contractor shall provide the COUNTY with proof of general liability coverage including the COUNTY as an additional insured. This indemnification shall survive the expiration or termination of this Contract.

**XXV. Number of Originals.** This Contract shall be executed with three (3) originals, each of which are equally valid as an original.

**XXVI: Governing Law:** This Contract in all respects, including without limitation its formation, validity, construction, enforceability and available remedies, shall be governed by the laws of the State of Alabama, without regard to Alabama conflict of law principles.

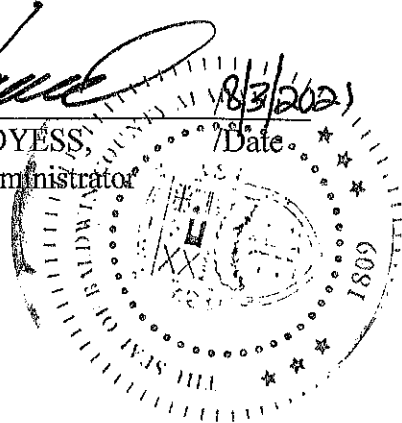
**XXVII: Insurance:** Prior to performing services pursuant to this Contract, Provider shall carry, with insurers satisfactory to County, throughout the term of hereof, Auto Liability Insurance, including owned, hired and non-owned vehicles, with limits of not less than \$1,000,000, combined single limit, for both bodily injury liability and property damage liability each occurrence; Commercial General Liability Insurance, including all contractual liability hereunder, with limits not less than \$1,000,000, combined single limit, for both bodily injury liability and property damage liability each occurrence; and Worker's Compensation Insurance, meeting the statutory limits of the State of Alabama and Employer's Liability Insurance fully covering all employees and supervisors participating in the work at the subject property site. All liability insurance shall name the County as an additional insured. Prior to commencing operations hereunder, a Certificate of Insurance evidencing such coverage, satisfactory to County, shall be furnished to County, which shall specifically state that such insurance shall provide for at least ten (10) days' notice to County in the event of cancellation, termination or any change in such insurance policies. The worker's compensation certificate shall bear an endorsement clearly evidencing a waiver of the right of subrogation against County and County Representatives. Should Provider fail to furnish current evidence upon demand of any insurance required

hereunder, or in the event of cancellation, termination or change in any such insurance, County may, at its option, suspend this Contract until insurance is obtained, terminate this Contract immediately without further action, or hold Provider in material default and pursue any and all remedies available.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the last day of execution by the COUNTY as written below.

COUNTY  
Joe Davis III 18/3/2021  
JOE DAVIS, III, Chairman /Date

ATTEST:  
Wayne Dyess 18/3/2021  
WAYNE DYESS, /Date  
County Administrator



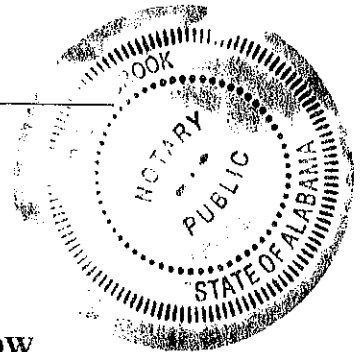
State of Alabama )

County of Baldwin )

I, Carjetta Crook, a Notary Public in and for said County, in said State, hereby certify that, Joe Davis, III, whose name as Chairman of Baldwin County Commission, and Wayne Dyess, whose name as County Administrator, are known to me, acknowledged before me on this day that, being informed of the contents of the Contract for Professional and Construction Services, they, as such officers and with full authority, executed same knowingly and with full authority to do so on behalf of said Commission.

GIVEN under my hand and seal on this the 3<sup>rd</sup> day of August, 2021.

Carjetta Crook  
Notary Public  
My Commission Expires  
**My Commission Expires:**  
**July 14, 2025**



**SIGNATURE PAGE AND NOTARY PAGE TO FOLLOW**

PROVIDER:

Wiley Services

By [Signature] /Date 7-23-2021  
Its owner

State of Alabama)

County of Baldwin )

I, Jessica Parker, Notary Public in and for said County and State, hereby certify that Scott Wiley as owner of whose Wiley Services name is signed to the foregoing in that capacity, and who is known to me, acknowledged before me on this day that, being informed of the contents of the Contract for Professional and Construction Services, he executed the same voluntarily on the day the same bears date for and as an act of said Wiley Services.

GIVEN under my hand and seal on this the 23 day of July, 2021.

Jessica E Parker  
Notary Public  
My Commission Expires





**"ATTACHMENT A"**



PROPOSAL TO: Baldwin County Commission  
 \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 DATE: 5/17/2021

WE HEREBY SUBMIT SPECIFICATIONS FOR: 15 ton change out

**WORK INCLUDED:**

- TIE INTO EXISTING DUCTWORK      RESURFACE PLATFORM       INSTALL BAFFLE
- REPLACE \_\_\_\_\_ SUPPLY GRILLES       INSTALL \_\_\_\_\_ RETURN AIR GRILLES
- GAS PIPING       POWER WIRING       SLAB
- BRING UP TO CODE (COMBUSTION AIR, ETC.)
- COPPER, DRAIN, REFRIGERANT AND CONTROL WIRING
- ALL LABOR, MATERIALS, PERMITS
- OTHER \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DUCT SYSTEM:**

- CUSTOM DUCTBOARD TRUNKLINE      DUCT SYSTEM WITH \_\_\_\_\_ SUPPLY OUTLETS
- BRANCH DUCT WILL BE      FLEX DUCT       GALVANIZED METAL PIPE
- ADD \_\_\_\_\_ OUTLETS

**WARRANTIES:**

WARRANTY ONE YEAR LABOR FIVE YEAR PARTS AND COMPRESSOR \_\_\_\_\_  
 WARRANTY ONE YEAR LABOR FIVE YEAR PARTS AND COMPRESSOR \_\_\_\_\_

**WARRANTIES:**

**WARRANTIES:**

**SYSTEM OPTIONS:**

- 1  15 ton change out Health Department Bay Minette
- 2  System furnished by owner
- 3
- 4

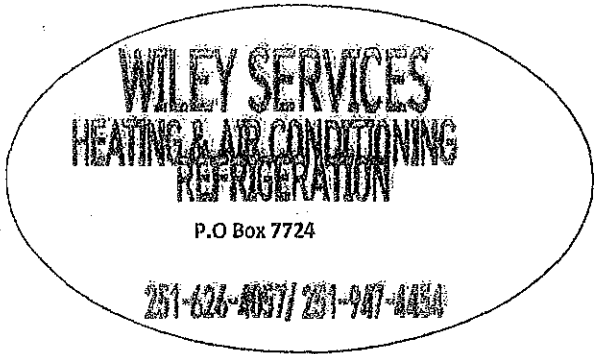
**TOTAL**  
 \$ 8,966.00

**OPTIONAL ITEMS:**

- WARRANTY PROGRAMMABLE THERMOSTAT(S) (EACH)..... ADD
- WARRANTY ELECTRONIC AIR CLEANER(S) (EACH)..... ADD
- WARRANTY ONE YEAR SERVICE CONTRACT (PER SYSTEM)..... ADD
- WARRANTY FIVE YEAR PARTS AND LABOR WARRANTY (PER SYSTEM)..... ADD
- WARRANTY TEN YEAR PARTS AND LABOR WARRANTY (PER SYSTEM)..... ADD
- WARRANTY OTHER \_\_\_\_\_ ADD

PAYMENT:       PROGRESSIVE       60/40 NEW CONSTRUCTION       PAYMENT DUE IN FULL UPON COMPLETION

AUTHORIZED SIGNATURE: \_\_\_\_\_ THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN \_\_\_\_\_



PROPOSAL TO: Baldwin County Commission  
 \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 DATE: 5/17/2021

WE HEREBY SUBMIT SPECIFICATIONS FOR: 7.5 ton change out

**WORK INCLUDED:**

- TIE INTO EXISTING DUCTWORK      RESURFACE PLATFORM       INSTALL BAFFLE
- REPLACE \_\_\_\_\_ SUPPLY GRILLES       INSTALL \_\_\_\_\_ RETURN AIR GRILLES
- GAS PIPING       POWER WIRING       SLAB
- BRING UP TO CODE (COMBUSTION AIR, ETC.)
- COPPER, DRAIN, REFRIGERANT AND CONTROL  RING
- ALL LABOR, MATERIALS, PERMITS
- OTHER \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DUCT SYSTEM:**

- CUSTOM DUCTBOARD TRUNKLINE      DUCT SYSTEM WITH \_\_\_\_\_ SUPPLY OUTLETS
- BRANCH DUCT WILL BE      FLEX DUCT       GALVANIZED METAL PIPE
- ADD \_\_\_\_\_ OUTLETS

**WARRANTIES:**

- WARRA  ONE YEAR LABOR FIVE YEAR PARTS ANE COMPRESSOR \_\_\_\_\_
- WARRA  ONE YEAR LABOR FIVE YEAR PARTS AND COMPRESSOR \_\_\_\_\_

**WARRANTIES:**

**WARRANTIES:**

**SYSTEM OPTIONS:**

- 1  15 ton change out Health Department Bay Minette
- 2  System furnished by owner
- 3
- 4

TOTAL  
 \$\$\$ 8,966.00

**OPTIONAL ITEMS:**

- WARRA  PROGRAMMABLE THERMOSTAT(S) (EACH)..... ADD
- WARRA  ELECTRONIC AIR CLEANER(S) (EACH)..... ADD
- WARRA  ONE YEAR SERVICE CONTRACT (PER SYSTEM)..... ADD
- WARRA  FIVE YEAR PARTS AND LABOR WARRANTY (PER SYSTEM)..... ADD
- WARRA  TEN YEAR PARTS AND LABOR WARRANTY ( PER SYSTEM)..... ADD
- WARRA  OTHER \_\_\_\_\_ ADD

PAYMENT:       PROGRESSIVE       60/40 NEW CONSTRUCTION       PAYMENT DUE IN FULL UPON COMPLETION

AUTHORIZED SIGNATURE: \_\_\_\_\_ THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN \_\_\_\_\_