

**Laramie County Events Department On-Call Electrical Services Contract  
Between Laramie County Events Department and High West Energy-Wiring Division**

THIS CONTRACT is made and entered into by and between **LARAMIE COUNTY EVENTS DEPARTMENT**, with its principal offices at 3801 Archer Pkwy, Cheyenne, Wyoming, 82009, hereinafter **COUNTY**, and **High West Energy-Wiring Division**, PO Box 519, 6270 County Road 212, Pine Bluffs, Wyoming, 82082 hereinafter **CONTRACTOR**.

WHEREAS, Laramie County Events Department issued a request seeking qualified, licensed, full-time electricians to provide on-call services for all Laramie County Fair buildings, facilities, sites and events. (Laramie County Events Department sites include the facilities on the Archer Recreation Complex). The Contractor will provide electrical repairs, upgrades, installations, and replacements for components of Laramie County Fair facilities, infrastructure and events on an as-needed basis during the contract period of January 1, 2023 – December 31, 2023; and

WHEREAS, CONTRACTOR is licensed, experienced and is qualified to provide such service; and

WHEREAS, CONTRACTOR agrees to provide services as described further in this agreement shown below:

**RATES**

Regular Hourly Rates Monday-Thursday (7am to 5pm)	\$75.00 per hour
After Hours Rate Monday – Thursday	\$85.00 per hour
Weekend Rate Friday-Sunday	\$125.00 per hour
Holiday Rate	\$125.00 per hour
Markup of materials above vendor cost	25%

Other fees or charges	Permit fees according to Laramie County Building Cost of specialized equipment rental
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**ON-CALL RESPONSE TIME**

Regular hours Monday – Friday	<u>90 or less minutes</u>
Urgent (risk of property damage or long term health risk)	<u>45 or less minutes</u>
Emergency (high risk or danger of injury or loss of life)	<u>45 or less minutes</u>
Number of employees available for emergency calls	<u>4</u>

NOW THEREFORE IT IS HEREBY AGREED by and between the parties hereto and in consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

**1. SERVICES PROVIDED**

The CONTRACTOR shall perform the following services:

- a. Provide on-call Electrician Services for all Laramie County Events Department buildings, facilities, sites and events. (Laramie County Events Department sites include the facilities on the Archer Recreation Complex, and Laramie County owned properties on the Archer Fairgrounds location, in Cheyenne, WY.)
- b. Provide electrical repairs, upgrades, installations, and replacements for components of Laramie County Events Department facilities, infrastructure and events on an as-needed basis during the contract period of January 1, 2023 – December 31, 2023.
- c. The services to be provided under this Contract shall not exceed two thousand five hundred dollars (\$2,500.00) for any single job without a prior authorization for the work or purchase order form Laramie County Events Department representative. Contractor shall be responsible for estimating the initial cost of each job or project and provide such estimate to the Laramie County Events Department Representative. Contractor is required to diagnose any problem and make the necessary repairs as quickly as possible.
- d. All work shall be completed in accordance with the specifications of the Laramie County Events Department and comply in every respect with the Building Laws, City Regulations, County Regulations, Code Requirements (City, County, State, or International).
- e. Contractor shall have or obtain and provide all licenses and permits needed for proposed work.
- f. Contractor shall provide insurance coverage satisfactory to Laramie County, including Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers Compensation Insurance equivalent to the requirements set out in *Exhibit 1 Insurance Requirements for Most Contracts*. A copy of insurance certifications shall be submitted to the Laramie County Events Department.

- g. The contractor shall obtain and pay for all licenses as may be necessary or required for the completion of the work. The contractor shall complete all building permits as required. Building permit inspection fees will be the responsibility of the Laramie County Events Department.
- h. All equipment, materials, etc. specified to be removed from the site shall become the property of the contractor, unless otherwise stated.
- i. All repair work will be left in a clean safe and workable condition.
- j. Contractor shall **ONLY** repair, replace, upgrade or install work that is instructed. If there are any questions regarding the work that is to be done, it will be the responsibility of the contractor to contact the designated Laramie County Events Department representative and request clarifications before proceeding.
- l. The Contractor must work as quickly and efficiently as is possible. All repairs are to be first class quality.
- m. The Laramie County Fair Board reserves the right to terminate the contract with a 30 day written notice.
- n. Contractor shall provide appropriate Certificate of Insurance per the requirements of this Contract.
- o. Contractor shall provide all equipment and supplies.
- p. Contractor shall abide by the additional requirements listed in ***Exhibit 1 Insurance Requirements for Most Contracts.***
- q. Contractor shall comply with all applicable Federal and State statutes and regulations as well as local ordinances.

## **2. Payment**

County agrees to pay Contractor for the services, described in Section 1, completed to the satisfaction of County. Contractor shall submit invoices at the completion of any on-call services, work order, purchase order, etc. to the Laramie County Events Department Director. Payment for services shall be made within forty-five (45) days after receipt and approval of Contractor's invoice, pursuant to Wyo. Stat. § 16-6-602.

## **3. General Requirements**

- A. The person or persons provided by the Contractor to complete work shall be fully qualified to provide said services.
- B. All work provided by the respondent shall be in conformance with local, State and Federal rules and regulations.
- C. All work shall be responsive to the needs of the County, shall be performed in accordance with County programs, policies and procedures, and shall utilize appropriate methods and techniques.
- D. It is the responsibility of the Contractor to ensure that all workers, visitors or employees on the project have the safety devices and clothing required to meet OSHA requirements.

- E. All records, including digital information, video tapes and audio tapes, related to the contract services performed for the County shall be subject to the Wyoming Public Records Laws and shall be maintained and made available in accordance with those laws and public records policies and procedures of the County. Records shall be made available to the County without question upon request of the County, in accordance with the requirements of law. Citizen requests for such records shall be processed through the County. All records, including all types of electronic records, related to the contract and services performed thereunder shall be the property of the County at the end of the contract, or at the end of the County's fiscal year, or upon demand of the County, whichever occurs first. The County shall specify the minimum records to be maintained by the respondent. The respondent may maintain additional records at its discretion.
- F. CONTRACTOR and COUNTY agree that No increase in the Contractors fee will be allowed without COUNTY approval during the contract period of January 1, 2023 – December 31, 2023.
- G. COUNTY may, during the course of this agreement, request modifications or changes in the scope of services to be performed hereunder. The request shall be made in the form of a Change Order to the CONTRACTOR. Changes resulting in an increase of CONTRACTOR fee shall be approved by the COUNTY prior to commencement of modification or change.

### 3. General Provisions

- a. Independent Contractor: The services to be performed by CONTRACTOR are those of an independent contractor and not as an employee of COUNTY. CONTRACTOR is not eligible for Laramie County Employee benefits and will be treated as an independent contractor for federal tax filing purposes. CONTRACTOR assumes responsibility for its personnel who provide services pursuant to this contract and will make all deductions required of employers by state, federal and local laws and shall maintain liability insurance for each of them. CONTRACTOR is free to perform the same or similar services for others.
- b. Acceptance Not Waiver: COUNTY approval of the reports, and work or materials furnished hereunder shall not in any way relieve CONTRACTOR of responsibility for the technical accuracy of the work. COUNTY approval or acceptance of, or payment for, any of the services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- a. Termination: This Agreement may be terminated (a) by either party at any time for failure of the other party to comply with the terms and conditions of this agreement; (b) by either party, with thirty (30) days' prior written notice to the other party; or (c) upon mutual written agreement by both parties.

- b. Entire Agreement: This Agreement (11 pages) along with Exhibit 1 Insurance Requirements for Most Contracts, represent the entire and integrated agreement and understanding between the parties and supersedes all prior negotiations, statements, representations and agreements, whether written or oral.
- c. Assignment: Neither this Agreement, nor any rights or obligations hereunder shall be assigned or delegated by a party without the prior written consent of the other party.
- d. Modification: This Agreement shall be modified only by a written agreement, duly executed by all parties hereto.
- e. Invalidity: If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, or if the COUNTY is advised of any such actual or potential invalidity or unenforceability, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of the parties that the provisions of this Agreement are fully severable.
- f. Applicable Law and Venue: The parties mutually understand and agree this Agreement shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any dispute arises between the parties from or concerning this Agreement or the subject matter hereof, any suit or proceeding at law or in equity shall be brought in the District Court of the State of Wyoming, First Judicial District, sitting at Cheyenne, Wyoming. The foregoing provisions of this paragraph are agreed by the parties to be a material inducement to CONTRACTOR and to COUNTY in executing this Agreement. This provision is not intended nor shall it be construed to waive COUNTY's governmental immunity as provided in this Agreement.
- g. Contingencies: CONTRACTOR certifies and warrants no gratuities, kick-backs or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts or other considerations made contingent upon the award of this Agreement.
- h. Discrimination: All parties agree they will not discriminate against any person who performs work under the terms and conditions of this Agreement because of race, color, gender, creed, handicapping condition, or national origin.
- i. ADA Compliance: All parties agree they will not discriminate against a qualified individual with disability, pursuant to a law as set forth in the Americans With Disabilities Act, P.L. 101-336, 42 U.S.C. § 12101, *et seq.*, and/or any properly promulgated rules and regulations relating thereto.
- j. Governmental/Sovereign Immunity: COUNTY does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101 *et seq.*, by entering into this Agreement. Further, COUNTY

fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this Agreement.

- k. **Indemnification:** To the fullest extent permitted by law, CONTRACTOR agrees to indemnify and hold harmless COUNTY, its elected and appointed officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with work performed by or on behalf of CONTRACTOR for COUNTY except to the extent liability is caused by the sole negligence or willful misconduct of COUNTY or its employees. CONTRACTOR shall carry liability insurance sufficient to cover its obligations under this provision and provide COUNTY with proof of such insurance.
- l. **Third Parties:** The parties do not intend to create in any other individual or County the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to the Agreement, and shall inure solely to the benefit of the parties to this Agreement.
- m. **Conflict of Interest:** COUNTY and CONTRACTOR affirm, to their knowledge, no CONTRACTOR employee has any personal beneficial interest whatsoever in the agreement described herein. No staff member of CONTRACTOR, compensated either partially or wholly with funds from this Agreement, shall engage in any conduct or activity which would constitute a conflict of interest relative to this Agreement.
- n. **Force Majeure:** Neither party shall be liable to perform under this Agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Act of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.
- o. **Delay:** If the CONTRACTOR is delayed at any time in the commencement or progress of the work by an act or neglect of the COUNTY, or any employee or of a separate contractor employed by COUNTY or by changes ordered in the work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the CONTRACTOR's control; or by delay authorized by the COUNTY pending mediation or arbitration; or by other causes that the COUNTY determines may justify delay, then the contract time may be extended by Change Order for such reasonable time as the COUNTY may determine. Under no circumstances will damages be sought by the CONTRACTOR for delay by either party under this contract.

- p. **Limitation on Payment:** COUNTY's payment obligation is conditioned upon the availability of funds which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for the continuance of the services and equipment provided by CONTRACTOR the Agreement may be terminated by COUNTY at the end of the period for which funds are available. COUNTY shall notify CONTRACTOR at the earliest possible time of the services which will or may be affected by a shortage of funds. At the earliest possible time means at least thirty (30) days before the shortage will affect payment of claims, if COUNTY knows of the shortage at least thirty (30) days in advance. No penalty shall accrue to COUNTY in the event this provision is exercised, and COUNTY shall not be obligated or liable for any future payments due or for any damages as a result of termination under this provision. This provision shall not be interpreted or construed to permit COUNTY to terminate this Agreement in order to acquire similar services from another party.
- q. **Notices:** All notices required and permitted under this Agreement shall be deemed to have been given, if and when deposited in the U.S. Mail, properly stamped and addressed to the party for whom intended at such parties' address listed herein, or when personally delivered personally to such party. A party may change its address for notice hereunder by giving written notice to the other party.
- r. **CONTRACTOR** shall comply with all applicable laws, regulations and ordinances, whether Federal, State or Local.

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**Laramie County Fair On-Call Electrical Services Contract Between  
Laramie County Events Department  
and  
High West Communication, Inc. dba High West Wiring.  
Signature page**

LARAMIE COUNTY

By: \_\_\_\_\_ Date \_\_\_\_\_  
Chairman, Laramie County Board of Commissioners

ATTEST:

By: \_\_\_\_\_ Date \_\_\_\_\_  
Clerk, Laramie County

HIGH WEST COMMUNICATION, INC, DBA HIGH WEST WIRING

By: Marvin Powell Date Nov 28, 2022  
Marvin Powell (Nov 28, 2022 08:28 MST)  
Marvin Powell  
High West Wiring Manager

REVIEWED AND APPROVED AS TO FORM ONLY:

By:  Date 12/2/2022  
Laramie County Attorney's Office



**Exhibit 1**  
**Insurance Requirements for Most Contracts**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

**MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.

3. **Workers’ Compensation:** as required by the State of Wyoming with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor’s profession with limit no less than **\$1,000,000** per occurrence or claim, \$2,000,000 aggregate. *(If applicable – see footnote next page)*

If the contractor maintains higher limits than the minimums shown above, the County requires and shall be entitled to coverage for the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

**Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

***Additional Insured Status***

The County, its officers, officials, employees and volunteers are to be covered as additional insured’s on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form

of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).

### ***Primary Coverage***

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

### ***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice of County.

### ***Waiver of Subrogation***

Contractor hereby grants to County a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

### ***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claims administration, and defense expenses within the retention.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the County.

### ***Claims Made Policies (note – should be applicable only to professional liability, see below)***

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the contract work.***
3. If coverage is cancelled or non-renewed, and not replaced ***with another claims-made***

***policy form with a Retroactive Date prior to*** the contract effective date, the contractor must purchase “extended reporting” coverage for a minimum of ***five (5)*** years after completion of work.

***Verification of Coverage***

Contractor shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved the County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

***Special Risks or Circumstances***

County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.