



# AIA<sup>®</sup> Document B221<sup>™</sup> – 2018

## **Service Order** for use with Master Agreement Between Owner and Architect

**SERVICE ORDER** number 54 made as of the Eleventh day of August in the year Two Thousand Twenty-Five  
(In words, indicate day, month, and year.)

**BETWEEN** the Owner:  
(Name, legal status, address, and other information)

Jackson County School District, Other  
4700 Colonel Vickery Rd.  
Vance, MS 39565  
Telephone Number: (228) 826-1757  
Fax Number: (228) 826-3393

and the Architect:  
(Name, legal status, address, and other information)

MP Design Group, Limited Liability Company  
918 Howard Ave. STE F  
Biloxi, MS 39530  
Telephone Number: 228-388-1950  
Fax Number: 228-388-1971

for the following **PROJECT**:  
(Name, location, and detailed description)

St. Martin Middle School Roof Replacement  
Jackson County, Mississippi  
Replacement of roof at St. Martin Middle School.

### **THE SERVICE AGREEMENT**

This Service Order, together with the Master Agreement between Owner and Architect dated the Twenty-eighth day of May in the year Two Thousand Eighteen  
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

## TABLE OF ARTICLES

### 1 INITIAL INFORMATION

### 2 SERVICES UNDER THIS SERVICE ORDER

### 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

### 4 COMPENSATION

### 5 INSURANCE

### 6 PARTY REPRESENTATIVES

### 7 ATTACHMENTS AND EXHIBITS

#### ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

*(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)*

The Jackson County School District wishes to publicly bid the replacement of the roof at the St. Martin Middle School.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

#### ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

##### § 2.1.1 Basic Services

*(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

Develop a set of construction drawings and specifications. Help the district procure a contractor via public bid, and perform limited construction administration services throughout the project.

##### § 2.1.2 Additional Services

*(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

Asbestos Testing

#### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

TBD

Init.

.2 Substantial Completion date:

TBD

#### ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum  
(Insert amount)

.2 Percentage Basis  
(Insert percentage value)

0  
6% of the construction cost exceeds \$500,000 or 9% if the construction cost is less than \$500,000. Or if the project can be bid with a limited set of plans and specs 6% of construction cost regardless of cost.

(Paragraph Deleted)

.3 Other  
(Describe the method of compensation)

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

Asbestos Testing - \$750.00

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

#### ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:

(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

*(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)*

**Coverage**

**Limits**

**ARTICLE 6 PARTY REPRESENTATIVES**

**§ 6.1** The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:  
*(List name, address, and other information.)*

David Baggett  
4700 Colonel Vickery Rd.  
Vanceleave, MS 39565  
Telephone Number: (228) 826-1757  
Fax Number: (228) 826-3393

Email Address: david.baggett@jcsd.ms

**§ 6.2** The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:  
*(List name, address, and other information.)*

Brad Patano  
918 Howard Ave. STE F  
Biloxi, MS 39530  
Telephone Number: 228-388-1950  
Fax Number: 228-388-1971  
Mobile Number: 2283231045  
Email Address: bpatano@mpdesigngroup.us

**ARTICLE 7 ATTACHMENTS AND EXHIBITS**

**§ 7.1** The following attachments and exhibits, if any, are incorporated herein by reference:

- .1** AIA Document, B121<sup>TM</sup>-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2** Other Exhibits incorporated into this Agreement:  
*(Clearly identify any other exhibits incorporated into this Agreement.)*
- .3** Other documents:  
*(List other documents, if any, including additional scopes of service forming part of this Service Order.)*

This Service Order entered into as of the day and year first written above.

**OWNER (Signature)**

David Baggett, Superintendent  
*(Printed name and title)*

*Brad Patano*

**ARCHITECT (Signature)**

Brad Patano, Principal  
*(Printed name, title, and license number, if required)*