

# State of Vermont

Buildings and General Services  
Office of Purchasing & Contracting  
109 State St  
Montpelier VT 05609-3001  
United States

# CONTRACT



**Supplier 0000013382**  
**Unifirst Corporation**  
**125 Etna Road**  
**Lebanon NH 03766**  
**United States**

|   |                    |   |
|---|--------------------|---|
| <b>Contract ID</b><br>00000000000000000000000038611 |                    | <b>Page</b><br>1 of 4                   |
| <b>Contract Dates</b><br>07/01/2019 to 06/30/2021   |                    | <b>Origin</b><br>CPS                    |
| <b>Description:</b><br>CPS-RENTAL-MATS,MOPS&WIPING  |                    | <b>Contract Maximum</b><br>\$165,000.00 |
| <b>Buyer Name</b><br>Trevor R Lewis                 | <b>Buyer Phone</b> | <b>Contract Status</b><br>Approved      |

**Phone #:**

| Line # | Item ID | Item Desc  | UOM | Unit Price | Max Qty | Max Amt |
|--------|---------|--|-----|------------|---------|---------|
| 1      |         | MATS, WALK-OFF, RUBBER BACKED TO LAY FLAT AND GRIP FLOOR, WITH PILE TOP SURFACE TO CAPTURE AND HOLD SOIL, MOISTURE AND GREASE. PROTECTS FLOORS AND PROMOTES SAFETY. DELIVERED, LAUNDERED AND DRY. VARIOUS COLORS AND SIZES.<br><br>3' X 5' WEEKLY - \$1.50, BIWEEKLY - \$2.25, MONTHLY - \$3.70<br>3' X 10' WEEKLY - \$3.00, BIWEEKLY - \$4.50, MONTHLY - \$6.50<br>4' X 6' WEEKLY - \$2.50, BIWEEKLY - \$3.75, MONTHLY - \$5.00<br>4' X 8' WEEKLY - \$3.30, BIWEEKLY - \$4.95, MONTHLY - \$6.55<br>18" X 18" WEEKLY - \$3.50, BIWEEKLY - \$5.50, MONTHLY - \$6.50 | EA  | 0.01000    | 0.00    | 0.00    |
| 2      |         | MATS, SCRAPER; FOR USE AT BUILDING ENTRANCE, HEAVY DUTY WITH RIDGES TO REMOVE AND HOLD PARTICLES AND MOISTURE BELOW SURFACE OF MAT, RUBBER BACKING WITH CONTINUOUS RAISED AND BEVELED EDGES TO HOLD WATER AND LIE FLAT.<br><br>3' X 5' WEEKLY - \$1.50, BIWEEKLY - \$2.25, MONTHLY - \$3.70<br>4' X 6' WEEKLY - \$3.00, BIWEEKLY - \$4.50, MONTHLY - \$6.55<br>4' X 8' WEEKLY - \$3.30, BIWEEKLY - \$5.00, MONTHLY - \$6.55  | EA  | 0.01000    | 0.00    | 0.00    |
| 3      |         | MOP, WET, LOOPED ENDS, SUPER ABSORBENT COTTON OR COTTON BLEND, STURDY BACKING, MOP ATTACHMENT AND HANDLE INCLUDED AT NO ADDITIONAL CHARGE.<br><br>WEEKLY - \$.65, BIWEEKLY - \$1.10, MONTHLY - \$1.90  | EA  | 0.01000    | 0.00    | 0.00    |
| 4      |         | DUST, MOP, HANDLES; SHALL BE CONSTRUCTED OF STURDY WOOD. THE METAL SNAP ATTACHMENT MECHANISM WILL ALLOW OPTION TO ROTATE MOPHEAD 360 DEGREES OR STATIONARY<br><br>60" WEEKLY - BIWEEKLY - MONTHLY - NO CHARGE  | EA  | 0.01000    | 0.00    | 0.00    |

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|--------|---------|--|-----|------------|---------|---------|
| 5      |         | FENDER COVER CLOTHS 100% COTTON, THICK AND ABSORBENT, PROVIDES PROTECTION FOR VEHICLE FENDERS, SEATS, ETC.                 | EA  | 0.00000    | 0.00    | 0.00    |
|        |         | 4' X 3' WEEKLY - \$.53, BIWEEKLY - \$.63, MONTHLY - \$.80  |     |            |         |         |
| 6      |         | WIPING CLOTHS, LAUNDERED, 100% COTTON, STRONG AND ABSORBENT, SHOP TOWEL USE DIED ORANGE OR RED.                            | EA  | 0.01000    | 0.00    | 0.00    |
|        |         | 18" X 18" WEEKLY - \$.08, BIWEEKLY - \$.15, MONTHLY - \$.20<br>18" X 30" WEEKLY - \$.20, BIWEEKLY - \$.25, MONTHLY - \$.30 |     |            |         |         |
| 7      |         | VIRGIN (NEW) WIPING CLOTHS; NATURAL/WHITE, ALL-COTTON, STRONG AND ABSORBENT  | EA  | 0.01000    | 0.00    | 0.00    |
|        |         | 18" X 18" WEEKLY - \$.08, BIWEEKLY - \$.15, MONTHLY - \$.20<br>18" X 30" WEEKLY - \$.30, BIWEEKLY - \$.30, MONTHLY - \$.30 |     |            |         |         |
| 8      |         | DUCK TOWELS; WHITE 100% COTTON, 15" X 25"  | EA  | 0.01000    | 0.00    | 0.00    |
|        |         | 15" X 25" WEEKLY - \$.20, BIWEEKLY - \$.28, MONTHLY - \$.38  |     |            |         |         |
| 9      |         | OIL SOAK MAT   | EA  | 0.01000    | 0.00    | 0.00    |
|        |         | WEEKLY - \$3.50, BIWEEKLY - \$5.50, MONTHLY - \$6.50   |     |            |         |         |
| 10     |         | DRY MOP; LIGHT WEIGHT, THICK-TUFTED YARN WHICH ATTRACTS DIRT AND DUST - 48"  | EA  | 0.00000    | 0.00    | 0.00    |
|        |         | WEEKLY - \$NC, BIWEEKLY - \$NC, MONTHLY - \$NC   |     |            |         |         |
| 11     |         | MICROFIBER TOWEL 16" X 16"   | EA  | 0.01000    | 0.00    | 0.00    |
|        |         | WEEKLY - \$.15, BIWEEKLY - \$.20, MONTHLY - \$.28  |     |            |         |         |

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|--------|---------|---|-----|------------|---------|---------|
| 12     |         | MICROFIBER DUST MOP   | EA  | 0.01000    | 0.00    | 0.00    |
|        |         | 18" WEEKLY - \$.85, BIWEEKLY - \$1.30, MONTHLY - \$2.15<br>24" WEEKLY - \$.90, BIWEEKLY - \$1.35, MONTHLY - \$2.20<br>36" WEEKLY - \$.95, BIWEEKLY - \$1.40, MONTHLY - \$2.25<br>48" WEEKLY - \$1.25, BIWEEKLY - \$1.70, MONTHLY - \$2.45 |     |            |         |         |
| 13     |         | MICROFIBER WET TUBE MOP   | EA  | 0.01000    | 0.00    | 0.00    |
|        |         | WEEKLY - \$.70, BIWEEKLY - \$1.20, MONTHLY - \$.20  |     |            |         |         |
| 14     |         | MICROFIBER HIGH DUSTER COVER  | EA  | 0.01000    | 0.00    | 0.00    |
|        |         | WEEKLY - \$.15, BIWEEKLY - \$.25, MONTHLY - \$.30   |     |            |         |         |
| 15     |         | MICROFIBER DUST MOP HANDLE  | EA  | 0.00000    | 0.00    | 0.00    |
|        |         | WEEKLY - BIWEEKLY - MONTHLY - NO CHARGE   |     |            |         |         |
| 16     |         | MICROFIBER DUST MOP BASE  | EA  | 0.00000    | 0.00    | 0.00    |
|        |         | 18" WEEKLY - BIWEEKLY - MONTHLY - NO CHARGE<br>24" WEEKLY - BIWEEKLY - MONTHLY - NO CHARGE<br>36" WEEKLY - BIWEEKLY - MONTHLY - NO CHARGE<br>48" WEEKLY - BIWEEKLY - MONTHLY - NO CHARGE  |     |            |         |         |
| 17     |         | MICROFIBER HIGH DUSTER FRAME  | EA  | 0.00000    | 0.00    | 0.00    |
|        |         | WEEKLY - BIWEEKLY - MONTHLY - NO CHARGE   |     |            |         |         |
| 18     |         | WATER HOG MAT,  | EA  | 0.01000    | 0.00    | 0.00    |

BEVELED EDGING TRAPS DIRT AND WATER. PREVENTS SLIP HAZARDS. HELPS MAINTAIN INDOOR FLOOR COVERING, WATER TRAPPING SYSTEM HOLDS UP TO 1.5 GALLONS OF WATER PER SQUARE YARD. NITRILE RUBBER BACKING IS CHEMICALLY RESISTANT. BACKED WITH GRIP-NOBS THAT KEEP THE MAT FROM MOVING OVER CARPET AND IMPROVES TRACTION ON HARD SURFACES. CHARCOAL AND GRAY.

3' X 5' - WEEKLY - \$2.50, BIWEEKLY - \$3.00, MONTHLY - \$5.91  
4' X 6' -WEEKLY - \$6.55, BIWEEKLY - \$9.83, MONTHLY - \$13.10

**STANDARD CONTRACT FOR SERVICES**

1. Parties. This is a contract for services between the State of Vermont, Department of Buildings & General Services(hereinafter called "State"), and Unifirst, with a principal place of business in Lebanon, NH, (hereinafter called "Contractor"). Contractor's form of business organization is corporation. It is

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Contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, Contractor is required to have a Vermont Department of Taxes Business Account Number.

2. Subject Matter. The subject matter of this contract is services generally on the subject of Rental Services for Mats, Mops, and Wiping Cloths. Detailed services to be provided by Contractor are described in Attachment A.

3. Maximum Amount. In consideration of the services to be performed by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$165,000.00.

4. Contract Term. The period of Contractor's performance shall begin on July 1, 2019 and end on June 30, 2021 with an option to renew up to two (2) additional one-year periods.

5. Prior Approvals. This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.

6. Amendment. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.

7. Termination for Convenience. This contract may be terminated by the State at any time by giving written notice at least thirty (30) days in advance. In such event, Contractor shall be paid under the terms of this contract for all services provided to and accepted by the State prior to the effective date of termination.

8. Attachments. This contract consists of 11 pages including the following attachments which are incorporated herein:

- Attachment A - Statement of Work
- Attachment B - Payment Provisions
- Attachment C - "Standard State Provisions for Contracts and Grants" a preprinted form (revision date 12/15/2017)

9. Order of Precedence. Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:

- (1) Standard Contract
- (2) Attachment C (Standard State Provisions for Contracts and Grants)
- (3) Attachment A
- (4) Attachment B

**WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT**

**By the STATE of VERMONT**

**By the CONTRACTOR**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Christopher Cole

Name: \_\_\_\_\_

**BGS Commissioner**

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

## ATTACHMENT A – STATEMENT OF WORK

1. The Contractor shall provide line items 1 through 18 as identified on pages 1-3 of the Standard Contract form. They shall be delivered in good/near-new condition, freshly laundered and dry.
2. **Mat:** Mats shall be delivered in good/near-new condition, freshly laundered and dry. Mats must be available in various sizes and colors. Mat quantity usage and/or frequency of delivery may be changed at any time at the discretion of the user location (for example, expect reduced use during summer months, approximately May to October).
3. **Walk-Off Mats:** Shall capture tracked in moisture and grime to protect floors and provide a safe walking surface. Must have backing (such as rubber) with beveled edges to grip floor and lie flat; pile top surface holds soil and water.
4. **Scraper Mats:** Shall have a more heavy-duty mat for use at entrances to buildings, with ridges and/or courser fibers to remove particles and moisture and hold in mat below the surface of the mat. Must have backing (such as rubber) with beveled edges to lie flat; all four edges be raised and continuous with backing to hold water and soil.
5. **Reusable Absorbent Mats:** Contractor shall provide reusable absorbent surface that traps and holds up to one gallon of water. 18" x 18" 100% nitrile rubber backing, beveled edges, ADA Compliant.
6. **Treated Dust Mops:** Chemically-treated with bacteriostat to prevent growth of bacteria and to attract and hold dust and dirt. Backing and handle attachment shall be sturdy enough for commercial use. Handles provide at no additional charge.
7. **White Virgin Wiping Cloths:** shall be 100% strong and absorbent cotton; always new.
8. **Wiping Cloths/towels:** shall be all cotton, strong and absorbent cotton; always new.
9. **Wiping Cloths/Duck towels:** shall be 100% cotton absorbent, white.
10. **Fender Covers:** to provide protection for automobile fenders and seat; thick and absorbent.
11. **Environmental Safety and Health:** products, handling, cleaning and disposal of waste must be handled to assure compliance with all federal, state and local regulations. Contractor shall provide printed material demonstrating compliance, including method of recovering and recycling waste, and oils and solvents from soiled products. Contractor shall replace worn or damaged items as a result of normal wear and tear at no additional charge.
12. **Reporting Requirements:** Contractor will be required to submit quarterly product sales report to the Purchasing Agent pursuant to the schedule below. Each report must contain the following information: Contract Number; Using Department's Address, Contact Name, and Telephone Number; Product Ordered; Quantity Ordered; Quantity Shipped; and Price Charged, with totals for each product for each reporting period. The State reserve the right to request additional information or to modify the reporting periods. Reporting Periods: Quarterly Reports must be submitted in accordance with the following schedule:

Reporting Period: January 1 to March 31 - Report Due April 15  
Reporting Period: April 1, to June 30 - Report Due July 15  
Reporting Period: July 1 to September 30 - Report Due October 15  
Reporting Period: October 1 to December 31 - Report Due January 15

13. **Delivery:** Responsibility for product delivery remains with the contractor until the product is properly delivered and signed for. Contractor shall securely and properly pack all shipments in accordance with accepted commercial practices. Upon delivery, all packaging and containers shall become the property of the State, unless otherwise stated. Delivered goods that do not conform to the specifications or are not in good condition upon receipt shall be replaced promptly by the contractor.
14. **Quality:** All products will be new and unused. All products provided by Contractor must meet all federal, state, and local standards for quality and safety requirements. Products not meeting the requirements of this section they will be deemed unacceptable and returned to Contractor for credit at no charge to the State.
15. **Default:** In case of default of the contractor, the State may procure the materials or supplies from other sources and hold the contractor responsible for any excess cost occasioned thereby, provided, that if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefore shall be made at a proper reduction in price.

**16. Performance Requirements:**

1. The acceptable quality level for on time delivery shall be 99%; the customer will report any deliveries that do not meet the contractors promised delivery date on the State Contract manager. Contractor's delivery performance shall be reviewed in periodic contract renew meetings between the State of Vermont (SOV) and Contractor.
  2. Contractor shall complete the reporting requirements outlined in this contract. A failure by Contractor to complete their quarterly reporting on time in two consecutive quarters will result in a contract review with potential consequences as severe as termination.
  3. Ordering – Contractor shall respond to customer's request for technical information, pricing and delivery information within 48 hours or less of the first contact by the customer. The customer shall require a 99% compliance to this requirement, with the customer reporting any contractor non-compliance to the State contract manager. The contractor's customer response performance shall be reviewed in periodic contract review meetings between the SOV and Contractor.
17. **UVM and Vermont State Colleges:** This Contract is also be available for use by the University of Vermont as well as the Vermont State Colleges Inc., a separate corporation that includes Castleton State College, Northern Vermont University, Community College of Vermont, and the Vermont Technical College, under the same prices, terms and conditions as offered to the State. Contractor shall invoice the University of Vermont or Vermont State Colleges, Inc. Directly for all items furnished to and purchased by any such entity, which shall be solely responsible for payment of such invoices.
18. **Municipalities and Schools:** This contract shall also be available for use by political subdivisions and independent colleges of the state under the same prices, terms and conditions

as offered to the State. Contractor shall invoice the political subdivision and independent colleges directly for all items furnished to any such political subdivision or independent college, which shall be solely responsible for payment of such invoices.

#### **19. Company Representatives**

Primary contact: Sean Bennett, Branch Manager  
Telephone: 802-654-4054  
E-Mail: [sean\\_bennett@unifirst.com](mailto:sean_bennett@unifirst.com)  
Location: Winooski VT 05404

Secondary contact: Philip Breen, General Manager  
Telephone: 603-448-0011  
E-Mail: [Philip\\_breen@unifirst.com](mailto:Philip_breen@unifirst.com)  
Location: Lebanon, NH 03766

## ATTACHMENT B – PAYMENT PROVISIONS

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Contractor will be paid for products actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 4 of this contract.

1. Prior to commencement of work and release of any payments, Contractor shall submit to the State:
  - a. a certificate of insurance consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and with any additional requirements for insurance as may be set forth elsewhere in this contract; and
2. Payment terms are **Net 30** days from the date the State receives an error-free invoice with all necessary and complete supporting documentation.
3. Prices include delivery and service per item per location. Charges are based on actual usage. There are no additional charges, including replacement charges allowed.
4. All invoices are to be rendered by the Contractor on the vendor's standard billhead and forwarded directly to the institution or agency ordering materials and shall specify the address to which payments will be sent.
5. **PRICING:** Contractor shall provide all products F.O.B. delivery to the ordering facility at no additional cost to the State.
6. Contractor shall accept the Visa Purchasing Card as a form of payment.
7. Contractor shall submit invoices for products sold under the Contract at the rates identified on pages 1 – 3 of the Standard Contract Form.

**ATTACHMENT C: STANDARD STATE PROVISIONS  
FOR CONTRACTS AND GRANTS  
REVISED DECEMBER 15, 2017**

**1. Definitions:** For purposes of this Attachment, “Party” shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. “Agreement” shall mean the specific contract or grant to which this form is attached.

**2. Entire Agreement:** This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

**3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial:** This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

**4. Sovereign Immunity:** The State reserves all immunities, defenses, rights or actions arising out of the State’s sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State’s immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State’s entry into this Agreement.

**5. No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

**6. Independence:** The Party will act in an independent capacity and not as officers or employees of the State.

**7. Defense and Indemnity:** The Party shall defend the State and its officers and employees against all third party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.

After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees if the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys’ fees, collection costs or other costs of the Party or any third party.

**8. Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed

herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

*Workers Compensation:* With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

*General Liability and Property Damage:* With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal & Advertising Injury

*Automotive Liability:* The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

*Additional Insured.* The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

*Notice of Cancellation or Change.* There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

**9. Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports and other proofs of work.

**10. False Claims Act:** The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

**11. Whistleblower Protections:** The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

**12. Location of State Data:** No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

**13. Records Available for Audit:** The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or

acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

**14. Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

**15. Set Off:** The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

**16. Taxes Due to the State:**

- A. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- B. Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- C. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- D. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

**17. Taxation of Purchases:** All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

**18. Child Support:** (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, he/she:

- A. is not under any obligation to pay child support; or
- B. is under such an obligation and is in good standing with respect to that obligation; or
- C. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**19. Sub-Agreements:** Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Location of State Data"); Section 14 ("Fair Employment Practices and

Americans with Disabilities Act”); Section 16 (“Taxes Due the State”); Section 18 (“Child Support”); Section 20 (“No Gifts or Gratuities”); Section 22 (“Certification Regarding Debarment”); Section 30 (“State Facilities”); and Section 32.A (“Certification Regarding Use of State Funds”).

**20. No Gifts or Gratuities:** Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

**21. Copies:** Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

**22. Certification Regarding Debarment:** Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party’s principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State’s debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

**23. Conflict of Interest:** Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

**24. Confidentiality:** Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

**25. Force Majeure:** Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) (“Force Majeure”). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

**26. Marketing:** Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

**27. Termination:**

**A. Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.

**B. Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party’s notice or such longer time as the non-breaching party may specify in the notice.

**C. Termination Assistance:** Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

**28. Continuity of Performance:** In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

**29. No Implied Waiver of Remedies:** Either party's delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

**30. State Facilities:** If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

**31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements:** If this Agreement is a grant that is funded in whole or in part by Federal funds:

- A. Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required. For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.
- B. Internal Controls:** In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- C. Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

**32. Requirements Pertaining Only to State-Funded Grants:**

- A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.
- B. Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)