

STATE OF VERMONT
CONTRACT AMENDMENT

It is hereby agreed by and between the State of Vermont, Department of Buildings & General Services (the "State") and WB Mason Co. Inc., with a principal place of business in Brockton, MA (the "Contractor") that the contract between them originally dated as of February 1, 2023, Contract # 45200, as amended to date, (the "Contract") is hereby amended as follows:

- I. **Attachment A, Scope of Services.** The scope of services is amended as follows: Section 1 of Attachment A is amended as follows: Items z – bb have been added and price changes effective January 1, 2024.
- II. **Attachment C, Standard State Provisions for Contracts and Grants.** Attachment C is hereby deleted in its entirety and replaced by the Attachment C December 7, 2023 attached to this Amendment.

Taxes Due to the State. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, the Contractor 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.

Child Support (Applicable to natural persons only; not applicable to corporations, partnerships or LLCs). Contractor is under no obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order as of the date of this amendment.

Certification Regarding Suspension or Debarment. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, neither Contractor nor Contractor'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.

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

This document consists of 6 pages. Except as modified by this Amendment No. 03, all provisions of the Contract remain in full force and effect.

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The signatures of the undersigned indicate that each has read and agrees to be bound by this Amendment to the Contract.

STATE OF VERMONT

WB MASON CO. INC.

By: _____

By: _____

Name: Jennifer M.V. Fitch
Commissioner - Buildings and
Title: General Services

Name: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A – STATEMENT OF WORK

1. The Contractor shall provide:
 - a. Bath Tissue, 500 2- ply sheets/roll, 4.5” x 3.75”, white, wrapped, 96 rolls/case, Essity WBM #TRKTM1616S, No Longer Available.
 - b. Bath Tissue, 500, 2 ply sheets/roll – 4” x 3.75”, white, wrapped, 96 rolls/case, Tork WBM #TRKTM1616S, \$50.41/cs.
 - c. Bath Tissue, 1000, 1 ply sheets/roll, 4.0” x 3.1”, white, wrapped, 96 rolls/case, Green Heritige Pro WBM#ALM115, \$43.16/cs.
 - d. Bath Tissue, Jumbo Roll, 2 ply, 3.55” x 1000, roll diameter 8.8, 12 roll/case, Tork WBM #TRKTJ0922A, \$35.87/cs.
 - e. Bath Tissue, 500, 2 ply sheets/roll, 4.5” x 3.5”, white, wrapped, 96 rolls/case, Tork WBM #TRKTM1616S, No Longer Available.
 - f. Bath Tissue, Coreless Roll, 250, 1 ply sheets/roll, 3.9” x 3.75”, White, 24 rolls/case, Morcon WBM #MORM125, \$34.60/cs.
 - g. Paper Towel, Roll, 1 ply, 8”x 800’ brown or natural, 6 rolls/case, Morcon WBM #MORR6800, \$18.97/cs.
 - h. Paper Towel, Kitchen, 210 sheets/roll, 2 ply, 11” x 9”, White, 12 rolls/case, Tork WBM #TRKHB1995A, \$25.31/cs.
 - i. Paper Towel, 350 ft, 1 ply, 7.9: x 7.8”, 1 ply, natural, 12 rolls/case, Tork WBM #TRKRRK350A, No Longer Available.
 - j. Paper Towel, 100% Recycled Hardwound, 1 ply roll, 7.87” x 350’, natural or brown, 12 rolls/case, Marcal WBM #MRCP720N, \$20.09/cs.
 - k. Paper Towel, 100% Recycled Center-Fold, 1 ply, 10.25” x 13”, 250 sheets per pack, 16 pks/case. 4000/case. Marcal WBM #MRCP100B, \$20.88/cs.
 - l. Paper Towel, He Universal, multi fold, brown or natural, 1 ply, 9.13” x 9.5”, 250 sheets/sleeves, 16 sleeves per case, 4000/cs., Tork WBM #TRKMK520A, \$20.60/cs.
 - m. Paper Towel, 100% Recycled, 85 sheets 2 ply, 8” x 11”, individually wrapped, white, 30 rolls/case, Marcal WBM #MRC06350, \$25.52/cs.
 - n. Paper Towel, H1 Advanced Soft Matic, 7.68” x 7.3”x 900’, 1 ply, white, 6 rolls/cs. Tork WBM #TRK290095, \$52.07/cs.
 - o. Facial Tissue, 100% Recycled, 100 sheets per box, 2 ply, 7.25” x 7.9” white, 30 per case, Marcal WBM #MRC2930, \$23.19/cs.
 - p. Bath Tissue, locking, Dispenser, Twin Roll, Standard bath tissue dispenser, chrome, metal, San Jamar WBM #SJR260XC, \$31.93/cs.
 - q. Bath Tissue Dispenser, Twin – JRT Tissue dispenser – plastic smoke/grey, holds 209” rolls. Tork WBM #TRK56TR, \$29.50/ea.

- r. Bath Tissue Dispenser, Duplex double roll vertical standard tissue dispenser, gray, San Jamar WBM #SJMR3500TBK, \$44.95/ea.
- s. Bath Tissue Dispenser, Single JRT tissue dispenser, plastic, holds 1-9" roll, horizontal, lockable, Tork WBM #TRK66TR, \$19.78/ea.
- t. Bath Tissue Dispenser, Standard toilet tissue dispenser, holds 2 rolls, Tork WBM #TRK59TR, \$20.44/ea.
- u. Paper Towel Dispenser, C-Fold/Multi Fold, Plastic, Smoke Color, Tork WBM #TRK73TR, \$23.54/ea.
- v. Paper Towel Dispenser, C-Fold/Multi Fold, Chrome, Metal, Georgia Pacific WBM #GPC56620, \$38.06/ea.
- w. Paper Towel Dispenser, Roll towel dispenser, smoke lever, Tork WBM # TRK83TR, \$43.98/ea.
- x. Continuous H5 Hand Towels, 1-ply, white, 12-410 packs/case, WBM #TRK105065, \$47.90/each.
- y. Tissue Dispenser, PET, (EN) VT1006, 13.55" x 5.4" c 8.5" Black, WBW #MORMVT1006, \$19.50/ea.
- z. Toilet Paper, 100% Recycled, White, 2-ply, 4.1" x 3.1", 500 sheets/roll, WBW #MRCO5002, \$45.05/ea.
- aa. Toilet Paper, Jumbo Roll, 100% Recycled, White, 2-ply, 1000 ft. roll WBW #MRC60101, \$30.08/ea.
- bb. Paper Towek, Multi-Fold, 100% Recycled, Natural, 1-ply, 9 1/0: x 9 1/, WBW #MRCP200N, \$18.99/ea.

2. **REPORTING REQUIREMENTS:** Contractor will be required to submit quarterly product sales report to the Purchasing Agent pursuant to the schedule below detailing the purchasing of all items under this Contractor. Contractor's reporting shall state "no activity" for any month in which there is no activity during a quarterly reporting period.

- a. The reports shall be an excel spreadsheet transmitted electronically to the Purchasing Agent.
- b. Reports are due for each quarter as follows:

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

- c. Failure to meet these reporting requirements may result in suspension or termination of this Participating Addendum.

- d. Notwithstanding the fact that any payment obligation for sales by contractor to any political subdivision or college, pursuant to “Purchasing Entities,” below, shall be solely between the political subdivision or college and the contractor, the contractor must include, in reporting to State, the figures on quantities sold by contractor to, and amounts paid to contractor by, any such political subdivisions or independent colleges.
3. **DELIVERY:** Responsibility for product delivery remains with 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.
4. **QUALITY:** All products will be new and unused. All products provided by the Contractor must meet all federal, state, and local standards for quality and safety requirements. Products not meeting the requirements of this section will be deemed unacceptable and returned to the Contractor for credit at no charge to the State.
5. **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.
6. **Primary Contacts.** The Parties will keep and maintain current at all times a primary point of contact for this contract. The primary contacts for this this Contract are as follows:
- e. **For the Contractor:**
- | | |
|--------|------------------------------|
| Name: | Elissa Andrews |
| Fax: | 508-427-4460 |
| Phone: | 800-242-5892 or 508-649-7742 |
| Email: | Elissa.andrews@wbmason.com |
- f. **For the State:**
- | | |
|----------|--|
| Name: | State of Vermont, Deb LaRose |
| Address: | 133 State Street, Montpelier, VT 05633-8000 |
| Phone: | 802/249-2817 |
| Fax: | 802/828-2222 |
| Email: | Deborah.larose@vermont.gov |
7. **Purchasing Entities:** This Participating Addendum may be used by (a) all departments, offices, institutions, and other agencies of the State of Vermont and counties (each a “State Purchaser”) according to the process for ordering and other restrictions applicable to State Purchasers set forth herein; and (b) political subdivisions of the State of Vermont and any institution of higher education chartered in Vermont and accredited or holding a certificate of approval from the State Board of Education as authorized under 29 V.S.A. § 902 (each an “Additional Purchaser”). Issues concerning interpretation and eligibility for participation are solely within the authority of the

State of Vermont Chief Procurement Officer. The State of Vermont and its officers and employees shall have no responsibility or liability for Additional Purchasers. Each Additional Purchaser is to make its own determination whether this Participating Addendum and the Master Agreement are consistent with its procurement policies and regulations.

ATTACHMENT C: STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS**REVISED DECEMBER 7, 2023**

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. Where an authorized individual is either required to click-through or otherwise accept, or made subject to, any electronic terms and conditions to use or access any product or service provided hereunder, such terms and conditions are not binding and shall have no force or effect. Further, any terms and conditions of Party’s invoice, acknowledgment, confirmation, or similar document, shall not apply, and any such terms and conditions on any such document are objected to without need of further notice or objection.

3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial: This Agreement will be governed by the laws of the State of Vermont without resort to conflict of laws principles. 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 regarding 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:

- A.** 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.
- B.** 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.
- C.** 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.
- D.** 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: During the term of this Agreement, Party, at its expense, shall maintain in full force and effect the insurance coverages set forth in the Vermont State Insurance Specification in effect at the time of incorporation of this Attachment C into this Agreement. The terms of the Vermont State Insurance Specification are hereby incorporated by reference into this Attachment C as if fully set forth herein. A copy of the Vermont State Insurance Specification is available at: <https://aoa.vermont.gov/Risk-Claims-COI>.

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: Any liability to the State under the Vermont False Claims Act (32 V.S.A. § 630 et seq.) 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. Use and Protection of State Information:

- A. As between the State and Party, "State Data" includes all data received, obtained, or generated by the Party in connection with performance under this Agreement. Party acknowledges that certain State Data to which the Party may have access may contain information that is deemed confidential by the State, or which is otherwise confidential by law, rule, or practice, or otherwise exempt from disclosure under the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq. ("Confidential State Data").
- B. With respect to State Data, Party shall:
 - i. take reasonable precautions for its protection;
 - ii. not rent, sell, publish, share, or otherwise appropriate it; and
 - iii. upon termination of this Agreement for any reason, Party shall dispose of or retain State Data if and to the extent required by this Agreement, law, or regulation, or otherwise requested in writing by the State.
- C. With respect to Confidential State Data, Party shall:
 - i. strictly maintain its confidentiality;
 - ii. not collect, access, use, or disclose it except as necessary to provide services to the State under this Agreement;
 - iii. provide at a minimum the same care to avoid disclosure or unauthorized use as it provides to protect its own similar confidential and proprietary information;
 - iv. implement and maintain administrative, technical, and physical safeguards and controls to protect against any anticipated threats or hazards or unauthorized access or use;
 - v. promptly notify the State of any request or demand by any court, governmental agency or other person asserting a demand or request for Confidential State Data so that the State may seek an appropriate protective order; and
 - vi. upon termination of this Agreement for any reason, and except as necessary to comply with subsection B.iii above in this section, return or destroy all Confidential State Data remaining in its possession or control.
- D. If Party is provided or accesses, creates, collects, processes, receives, stores, or transmits Confidential State Data in any electronic form or media, Party shall utilize:
 - i. industry-standard firewall protection;
 - ii. multi-factor authentication controls;
 - iii. encryption of electronic Confidential State Data while in transit and at rest;
 - iv. measures to ensure that the State Data shall not be altered without the prior written consent of the State;
 - v. measures to protect against destruction, loss, or damage of State Data due to potential environmental hazards, such as fire and water damage;

- vi. training to implement the information security measures; and
 - vii. monitoring of the security of any portions of the Party's systems that are used in the provision of the services against intrusion.
- E. No Confidential 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 United States, except with the express written permission of the State.
- F. Party shall notify the State within twenty-four hours after becoming aware of any unauthorized destruction, loss, alteration, disclosure of, or access to, any State Data.
- G. State of Vermont Cybersecurity Standard Update: Party confirms that all products and services provided to or for the use of the State under this Agreement shall be in compliance with State of Vermont Cybersecurity Standard Update in effect at the time of incorporation of this Attachment C into this Agreement. The State of Vermont Cybersecurity Standard Update prohibits the use of certain branded products in State information systems or any vendor system, and a copy is available at: <https://digitalservices.vermont.gov/cybersecurity/cybersecurity-standards-and-directives>
- H. In addition to the requirements of this Section 12, Party shall comply with any additional requirements regarding the protection of data that may be included in this Agreement or required by law or regulation.

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 this 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, and shall include this provision in all subcontracts for work performed in Vermont. 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. Offset: The State may offset any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any offset of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided in 32 V.S.A. § 3113.

16. Taxes Due to the State: 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.

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, Party is not under an obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order. 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), as amended by Section 17 of Act No. 142 (2010) and by

Section 6 of Act No. 50 (2011).

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 (“Confidentiality and Protection of State Information”); 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. Regulation of Hydrofluorocarbons: Party confirms that all products provided to or for the use of the State under this Agreement shall not contain hydrofluorocarbons, as prohibited under 10 V.S.A. § 586.

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: <https://bgs.vermont.gov/purchasing-contracting/debarment>.

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

24. Vermont Public Records Act: Party acknowledges and agrees that this Agreement, any and all information obtained by the State from the Party in connection with this Agreement, and any obligations of the State to maintain the confidentiality of information 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 lockouts) (“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 use the State’s logo or otherwise 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 this Agreement at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement 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 Agreement immediately, and the State shall have no obligation to pay Party 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 Federal Audit Clearinghouse within nine months. If a single audit is not required, only the Subrecipient Annual Report is required. 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.
- 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 \$1,000, 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)

STATE OF VERMONT
CONTRACT AMENDMENT

It is hereby agreed by and between the State of Vermont, Department of Buildings & General Services (the "State") and WB Mason Co., Inc., with a principal place of business in Brockton, MA (the "Contractor") that the contract between them originally dated as of February 1, 2023, Contract # 45200, as amended to date, (the "Contract") is hereby amended as follows:

I. **Attachment A, Scope of Services.** The scope of services is amended as follows:

Section 1 of Attachment A is amended by the addition of item y. The following addition is in the attachment to this Amendment.

y. Bath Tissue Dispenser, Small Core, WB Mason #MORMVT1006, \$19.00 each

Taxes Due to the State. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, the Contractor 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.

Child Support (Applicable to natural persons only; not applicable to corporations, partnerships or LLCs). Contractor is under no obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order as of the date of this amendment.

Certification Regarding Suspension or Debarment. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, neither Contractor nor Contractor'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.

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

The signatures of the undersigned indicate that each has read and agrees to be bound by this Amendment to the Contract.

STATE OF VERMONT

WB MASON CO INC.

By: _____

By: _____

Name: Jennifer M.V. Fitch

Name: _____

Title: Commissioner - Buildings and
General Services

Title: _____

Date: _____

Date: _____

STATE OF VERMONT
CONTRACT AMENDMENT

It is hereby agreed by and between the State of Vermont, Department of Buildings & General Services (the "State") and W.B. Mason Co., Inc, with a principal place of business in Brockton, MA (the "Contractor") that the contract between them originally dated as of February 1, 2023, Contract # 45200, as amended to date, (the "Contract") is hereby amended as follows:

I. **Attachment A, Scope of Services**. The scope of services is amended as follows:

Section 1 of Attachment A is amended by the addition of item x. The following addition is in the attachment to this Amendment.

Taxes Due to the State. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, the Contractor 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.

Child Support (Applicable to natural persons only; not applicable to corporations, partnerships or LLCs). Contractor is under no obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order as of the date of this amendment.

Certification Regarding Suspension or Debarment. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, neither Contractor nor Contractor’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.

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

The signatures of the undersigned indicate that each has read and agrees to be bound by this Amendment to the Contract.

STATE OF VERMONT

WB MASON INC CO

By: _____

By: _____

Name: Jennifer M.V. Fitch

Name: _____

Title: BGS Commissioner

Title: _____

Date: _____

Date: _____

ATTACHMENT A – STATEMENT OF WORK

1. The Contractor shall provide:
 - a. Bath Tissue, 500 2- ply sheets/roll, 4.5” x 3.75”, white, wrapped, 96 rolls/case, Essity WBM #TRKTM1616S, \$47.18/cs.
 - b. Bath Tissue, 500, 2 ply sheets/roll – 4” x 3.75”, white, wrapped, 96 rolls/case, Tork WBM #TRKTM1616S, \$39.73/cs.
 - c. Bath Tissue, 1000, 1 ply sheets/roll, 4.0” x 3.1”, white, wrapped, 96 rolls/case, Green Heritage Pro WBM#ALM115, \$43.16/cs.
 - d. Bath Tissue, Jumbo Roll, 2 ply, 3.55” x 1000, roll diameter 8.8, 12 roll/case, Tork WBM #TRKTJ0922A, \$28.09/cs.
 - e. Bath Tissue, 500, 2 ply sheets/roll, 4.5” x 3.5”, white, wrapped, 96 rolls/case, Tork WBM #TRKTM1616S, \$39.73/cs.
 - f. Bath Tissue, Coreless Roll, 250, 1 ply sheets/roll, 4” x 4.5”, White, 24 rolls/case, Morcon WBM #MORM125, \$34.60/cs.
 - g. Paper Towel, Roll, 1 ply, 7.8”x 800’ brown or natural, 6 rolls/case, Morcon WBM #MORR6800, \$18.97/cs.
 - h. Paper Towel, Kitchen, 210 sheets/roll, 2 ply, 11” x 9”, White, 12 rolls/case, Tork WBM #TRKHB1995A, \$22.38/cs.
 - i. Paper Towel, 350 ft, 1 ply, 7.9: x 7.8”, 1 ply, natural, 12 rolls/case, Tork WBM #TRKRK350A, \$18.42/cs.
 - j. Paper Towel, 1 ply roll, 7.87” x 350’, natural or brown, 12 rolls/case, Marcal WBM @MRCP720N, \$18.93/cs.
 - k. Paper Towel, C-Fold, 1 ply, 10.26” x 13”, 250 sheets per pack, 16 pks/case. 4000/case. Marcal WBM #MRCP100B, \$20.44/cs.
 - l. Paper Towel, multi fold, brown or natural, 1 ply, 9.25” x 9.125”, 250 sheets/sleeves, 16 sleeves per case, 4000/cs., Tork WBM #TRKMK520A, \$18.23/cs.
 - m. Paper Towel, 85 sheets 2 ply, 8” x 11”, individually wrapped, natural, 30 rolls/case, Marcal WBM #MRC06350, \$25.48/cs.
 - n. Paper Towel, 7.7” x 7.3”x 900’, 1 ply, white, 6 rolls/cs. Tork WBM #TRK290095, \$46.59/cs.
 - o. Facial Tissue, 100 sheets per box, 2 ply, 7.25” x 7.9” white, 30 per case, Marcal WBM #MRC2930, \$22.30/cs.
 - p. Bath Tissue Dispenser, Twin Roll, Standard bath tissue dispenser, chrome, metal, San Jamar WBM #SJR260XC, \$31.93/cs.
 - q. Bath Tissue Dispenser, Twin – JRT Tissue dispenser – plastic smoke/grey, holds 209” rolls. Tork WBM #TRK56TR, \$29.50/ea.

- r. Bath Tissue Dispenser, Duplex double roll vertical standard tissue dispenser, gray, San Jamar WBM #SJMR3500TBK, \$44.95/ea.
 - s. Bath Tissue Dispenser, Single JRT tissue dispenser, plastic, holds 1-9” roll, horizontal, lockable, Tork WBM #TRK66TR, \$19.78/ea.
 - t. Bath Tissue Dispenser, Standard toilet tissue dispenser, holds 2 rolls, Tork WBM #TRK59TR, \$20.44/ea.
 - u. Paper Towel Dispenser, C-Fold/Multi Fold, Plastic, Smoke Color, Tork WBM #TRK73TR, \$18.67/ea.
 - v. Paper Towel Dispenser, C-Fold/Multi Fold, Chrome, Metal, Georgia Pacific WBM #GPC56620, \$38.06/ea.
 - w. Paper Towel Dispenser, Roll towel dispenser, smoke lever, Tork WBM # TRK83TR, \$34.75/ea.
 - x. Continuous H5 Hand Towels, 1-ply, white, 12-410 packs/case, WBM #TRK105065, \$42.95/each.
2. **REPORTING REQUIREMENTS:** Contractor will be required to submit quarterly product sales report to the Purchasing Agent pursuant to the schedule below detailing the purchasing of all items under this Contractor. Contractor’s reporting shall state "no activity" for any month in which there is no activity during a quarterly reporting period.
- a. The reports shall be an excel spreadsheet transmitted electronically to the Purchasing Agent.
 - b. Reports are due for each quarter as follows:

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

- c. Failure to meet these reporting requirements may result in suspension or termination of this Participating Addendum.
 - d. Notwithstanding the fact that any payment obligation for sales by contractor to any political subdivision or college, pursuant to “Purchasing Entities,” below, shall be solely between the political subdivision or college and the contractor, the contractor must include, in reporting to State, the figures on quantities sold by contractor to, and amounts paid to contractor by, any such political subdivisions or independent colleges.
3. **DELIVERY:** Responsibility for product delivery remains with 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.

4. **QUALITY:** All products will be new and unused. All products provided by the Contractor must meet all federal, state, and local standards for quality and safety requirements. Products not meeting the requirements of this section will be deemed unacceptable and returned to the Contractor for credit at no charge to the State.
5. **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.
6. **Primary Contacts.** The Parties will keep and maintain current at all times a primary point of contact for this contract. The primary contacts for this this Contract are as follows:
 - e. **For the Contractor:**

Name: Elissa Andrews
Fax: 508-427-4460
Phone: 800-242-5892 or 508-649-7742
Email: Elissa.andrews@wbmason.com

f. **For the State:**

Name: State of Vermont, Deb LaRose
Address: 133 State Street, Montpelier, VT 05633-8000
Phone: 802/249-2817
Fax: 802/828-2222
Email: Deborah.larose@vermont.gov

7. **Purchasing Entities:** This Participating Addendum may be used by (a) all departments, offices, institutions, and other agencies of the State of Vermont and counties (each a “State Purchaser”) according to the process for ordering and other restrictions applicable to State Purchasers set forth herein; and (b) political subdivisions of the State of Vermont and any institution of higher education chartered in Vermont and accredited or holding a certificate of approval from the State Board of Education as authorized under 29 V.S.A. § 902 (each an “Additional Purchaser”). Issues concerning interpretation and eligibility for participation are solely within the authority of the State of Vermont Chief Procurement Officer. The State of Vermont and its officers and employees shall have no responsibility or liability for Additional Purchasers. Each Additional Purchaser is to make its own determination whether this Participating Addendum and the Master Agreement are consistent with its procurement policies and regulations.

STANDARD CONTRACT

1. **Parties.** This is a contract between the State of Vermont, Department of Buildings & General Services (hereinafter called “State”), and W. B. Mason, Co., Inc., with a principal place of business in Brockton, MA, (hereinafter called “Contractor”). Contractor’s form of business organization is Incorporated. It is 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 commodities generally on the subject of Towels & Tissues. Detailed requirements to be provided by Contractor are described in Attachment A.

3. **Maximum Amount.** In consideration of the commodities to be provided by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$300,000.00.

4. **Contract Term.** The period of contractor’s performance shall begin on February 1, 2023 and end on January 31, 2025 with the option to renew up to two additional 12 month 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/Cancellation/Rejection.** The State specifically reserves the right upon written notice to immediately terminate the contract or any portion thereof at no additional cost to the State, providing, in the opinion of its Commissioner of Buildings and General Services, the products supplied by Contractor are not satisfactory or are not consistent with the terms of this Contract. The State also specifically reserves the right upon written notice, and at no additional cost to the State, to immediately terminate the contract for convenience and/or to immediately reject or cancel any order for convenience at any time prior to shipping notification.

8. **Attachments.** This contract consists of 7 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 Contract 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: Jennifer M.V. Fitch
Commissioner - Buildings and
General Services

Name: _____

Title: _____

Title: _____

ATTACHMENT A – STATEMENT OF WORK

1. The Contractor shall provide:
 - a. Bath Tissue, 500 2- ply sheets/roll, 4.5” x 3.75”, white, wrapped, 96 rolls/case, Tork TM1616, \$47.18/cs.
 - b. Bath Tissue, 500, 2 ply sheets/roll – 4” x 3.75”, white, wrapped, 96 rolls/case, Tork TM1616S, \$39.73/cs.
 - c. Bath Tissue, 1000, 1 ply sheets/roll, 4.0” x 3.8”, white, wrapped, 96 rolls/case, Tork TS1636S, \$43.16/cs.
 - d. Bath Tissue, Jumbo Roll, 2 ply, 3.55” x 1000, roll diameter 8.8, 12 roll/case, Tork TH0922A, \$28.09/cs.
 - e. Bath Tissue, 500, 2 ply sheets/roll, 4.5” x 3.5”, white, wrapped, 96 rolls/case, Tork TM1616S, \$39.73/cs.
 - f. Bath Tissue, Coreless Roll, 250, 1 ply sheets/roll, 4” x 4.5”, White, 24 rolls/case, Morcon M125, \$34.60/cs.
 - g. Paper Towel, Roll, 1 ply, 7.8”x 800’ brown or natural, 6 rolls/case, Morcon R68000, \$18.97/cs.
 - h. Paper Towel, Kitchen, 210 sheets/roll, 2 ply, 11” x 9”, Natural, 12 rolls/case, Tork HK1975A, \$22.38/cs.
 - i. Paper Towel, 800 ft, 1 ply, 7.9: x 7.8”, 1 ply, natural, 12 rolls/case, Tork RK350A, \$18.42/cs.
 - j. Paper Towel, 1 ply roll, 7.87” x 350’, natural or brown, 12 rolls/case, Marcal P720N, \$18.93/cs.
 - k. Paper Towel, C-Fold, 1 ply, 10.26” x 13”, 250 sheets per pack, 16 pks/case. 4000/case. Marcal #P100B, \$20.44/cs.
 - l. Paper Towel, multi fold, brown or natural, 1 ply, 9.25” x 9.125”, 250 sheets/sleeves, 16 sleeves per case, 4000/cs., Tork MK520A, \$18.23/cs.
 - m. Paper Towel, 85 sheets 2 ply, 8” x 11”, individually wrapped, natural, 30 rolls/case, Marcal 06350, \$25.48/cs.
 - n. Paper Towel, 7.7” x 7.3”x 900’, 1 ply, white, 6 rolls/cs. Tork 290095, \$46.59/cs.
 - o. Facial Tissue, 100 sheets per box, 2 ply, 7.25” x 7.9” white, 30 per case, Marcal 02930, \$22.30/cs.
 - p. Bath Tissue Dispenser, Twin Roll, Standard bath tissue dispenser, chrome, metal, San Jamar R260XC, \$31.93/cs.
 - q. Bath Tissue Dispenser, Twin – JRT Tissue dispenser – plastic smoke/grey, holds 209” rolls. Tork 5555290, \$15.89/ea.

- r. Bath Tissue Dispenser, Duplex double roll vertical standard tissue dispenser, gray, San Jamar R3500TBK, \$44.95/ea.
 - s. Bath Tissue Dispenser, Single JRT tissue dispenser, plastic, holds 1-9” roll, horizontal, lockable, Tork 66TR, \$19.78/ea.
 - t. Bath Tissue Dispenser, Standard toilet tissue dispenser, holds 2 rolls, Tork 59TR, \$20.44/ea.
 - u. Paper Towel Dispenser, C-Fold/Multi Fold, Plastic, Smoke Color, Tork #73TR, \$18.67/ea.
 - v. Paper Towel Dispenser, C-Fold/Multi Fold, Chrome, Metal, Georgia Pacific 56620, \$38.06/ea.
 - w. Paper Towel Dispenser, Roll towel dispenser, smoke lever, Tork 83TR, \$34.75/ea.
2. **REPORTING REQUIREMENTS:** Contractor will be required to submit quarterly product sales report to the Purchasing Agent pursuant to the schedule below detailing the purchasing of all items under this Contractor. Contractor’s reporting shall state "no activity" for any month in which there is no activity during a quarterly reporting period.

- a. The reports shall be an excel spreadsheet transmitted electronically to the Purchasing Agent.
- b. Reports are due for each quarter as follows:

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

- c. Failure to meet these reporting requirements may result in suspension or termination of this Participating Addendum.
 - d. Notwithstanding the fact that any payment obligation for sales by contractor to any political subdivision or college, pursuant to “Purchasing Entities,” below, shall be solely between the political subdivision or college and the contractor, the contractor must include, in reporting to State, the figures on quantities sold by contractor to, and amounts paid to contractor by, any such political subdivisions or independent colleges.
3. **DELIVERY:** Responsibility for product delivery remains with 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.

4. **QUALITY:** All products will be new and unused. All products provided by the Contractor must meet all federal, state, and local standards for quality and safety requirements. Products not meeting the requirements of this section will be deemed unacceptable and returned to the Contractor for credit at no charge to the State.
5. **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.
6. **Primary Contacts.** The Parties will keep and maintain current at all times a primary point of contact for this contract. The primary contacts for this this Contract are as follows:
 - e. **For the Contractor:**

Name:	Elissa Andrews
Fax:	508-427-4460
Phone:	800-242-5892 or 508-649-7742
Email:	Elissa.andrews@wbmason.com
 - f. **For the State:**

Name:	State of Vermont, Deb LaRose
Address:	133 State Street, Montpelier, VT 05633-8000
Phone:	802/249-2817
Fax:	802/828-2222
Email:	Deborah.larose@vermont.gov
7. **Purchasing Entities:** This Participating Addendum may be used by (a) all departments, offices, institutions, and other agencies of the State of Vermont and counties (each a “State Purchaser”) according to the process for ordering and other restrictions applicable to State Purchasers set forth herein; and (b) political subdivisions of the State of Vermont and any institution of higher education chartered in Vermont and accredited or holding a certificate of approval from the State Board of Education as authorized under 29 V.S.A. § 902 (each an “Additional Purchaser”). Issues concerning interpretation and eligibility for participation are solely within the authority of the State of Vermont Chief Procurement Officer. The State of Vermont and its officers and employees shall have no responsibility or liability for Additional Purchasers. Each Additional Purchaser is to make its own determination whether this Participating Addendum and the Master Agreement are consistent with its procurement policies and regulations.

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 1 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. 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.
4. **PRICING:** Contractor shall provide all products F.O.B. delivery to the ordering facility at no additional cost to the State. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the State. No charge for packing, shipping, or for any other purpose will be allowed over and above the price quoted. Prices quoted for printing are to include printing, binding, wrapping, and packaging.
5. Contractor shall submit invoice(s) to the address listed on page one of the purchase order.
6. Following complete delivery of the items, each as specified in Attachment A, and the State's written confirmation to the Contractor of the State's acceptance of those items, Contractor will, within 30 business days, invoice the State in accordance with the rates specified in Attachment A.
7. Unless otherwise indicated in a manufacturer's return policy, unopened Products can be returned with no restocking fee up to 30 days from the date of receipt.
8. The State Purchasing Card may be used by State Purchasers for the payment of invoices. Use of the Purchasing Card requires all required documentation applicable to the purchase. The Purchasing Card is a payment mechanism, not a procurement approach and, therefore, does not relieve State Purchasers from adhering to all procurement laws, regulations, policies, procedures, and best practices.

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

“Attachment C: Standard State Provisions for Contracts and Grants” (revision version dated December 15, 2017) constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the purchase of all goods and/or services by the State under this Agreement. A copy of this document is available online at: <https://bgs.vermont.gov/purchasing-contracting/forms>.