

STATE OF VERMONT  
DEPARTMENT OF BUILDINGS AND GENERAL SERVICES  
NOVATION AND AMENDMENT

It is hereby agreed by and among the State of Vermont, Department of Buildings and General Services (hereinafter called "State"), Needham Electric Supply, LLC, a corporation with a principal place of business in Canton, MA (hereinafter called "Needham Electric Supply, LLC") and Wesco Distribution, Inc., a corporation with a principal place of business in Pittsburgh, PA (hereinafter called "Contractor"), that the Contractor intends to assume all of the rights, benefits, duties and obligations of Needham Electric Supply, LLC under the Contract between the State and Needham Electric Supply, LLC dated as of April 1, 2023, Contract # 45425, as amended to date (the "Contract"), and that the Contract is hereby amended as follows:

- I. Novation. The State and Needham Electric Supply, LLC hereby effect the novation of the Contract (the "Novation") to substitute the Contractor for Needham Electric Supply, LLC for all purposes of the Contract. The State hereby consents to such Novation. Contractor hereby accepts the Novation and assumes all rights, benefits, duties, undertakings, liabilities and obligations of Needham Electric Supply, LLC under the Contract.

Needham Electric Supply, LLC hereby releases the State from the State's undertakings, obligations, duties and liabilities with respect to Needham Electric Supply, LLC under the Contract following the effective date of this Novation.

Contractor shall furnish to the State a new certificate of insurance consistent with the coverages required under the Contract and properly endorsed with coverage for claims or occurrences for the entire contract period.

- II. Contract Term. The Contract end date, wherever such reference appears in the Contract, shall be changed from March 31, 2025 to March 31, 2026. The Contract Term may be renewed for two additional one-year periods at the discretion of the State.
- III. Amendment. The Contract is hereby amended to replace all references in the Contract to Needham Electric Supply, LLC with references to Wesco Distribution, Inc..
- IV. Attachment C, Standard State Provisions for Contracts and Grants. Attachment C is hereby deleted in its entirety and replaced by the Attachment C dated 10/01/2024 attached to this Amendment.
- V. Effective Date. The effective date of this Novation and amendment shall be April 30, 2024.

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>

Except as modified by this Amendment No. 1, all provisions of the Contract remain in full force and effect.

For State administrative purposes, upon signing of this Novation and amendment, the contract number will be changed to 49193 with an unpaid balance of \$101,124.72.

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

**STATE OF VERMONT**

**NEEDHAM ELECTRIC SUPPLY, LLC**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** Wanda Minoli

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

**Title:** Commissioner – Buildings & General Services

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

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

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

**WESCO DISTRIBUTION, INC.**

**By:** \_\_\_\_\_

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

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

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

STANDARD CONTRACT

1. **Parties.** This is a contract between the State of Vermont, Department of Buildings and General Services (hereinafter called “State”), and Needham Electric Supply, LLC, with a principal place of business in Canton, MA (hereinafter called “Contractor”). Contractor’s form of business organization is a corporation. 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 electrical supplies. 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 \$150,000.00.

4. **Contract Term.** The period of contractor’s performance shall begin on April 1, 2023 and end on March 31, 2025 with an option to renew for up to two (2) additional 12-month extensions.

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 8 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 D (if applicable)
- (3) Attachment C (Standard Contract Provisions for Contracts and Grants)
- (4) Attachment A
- (5) 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

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

Title: Commissioner - Buildings and  
General Services

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

**ATTACHMENT A – STATEMENT OF WORK**

The Contractor shall provide:

1. Electrical supplies and related products at percentage above cost in categories as shown in the following table:

		<b>Percent Above Cost</b>
<b>Electrical Power and Control Wires</b>		
Wire of various gauges (24ga to 600Kcmil) (*Includes copper, aluminum, and gold)		16% - 20%
Cable assemblies (*Includes Service cable, Non-metallic, data cables, and metal clad cables.)		16% - 20%
<b>Electrical Distribution</b>		
Electrical Supply Panels (various feed sizes, 100 amp – 800 amp)		18% - 24%
Transformers		18% - 24%
Motor controls and accessories		18% - 24%
Protection Accessories (circuit breakers, fuses, surge protection, etc)		20% - 28%
<b>Conduit</b>		
PVC Conduit (various sizes, 1/2" – 4")		16% - 20%
Metal Conduit (various sizes, 1/2" – 4")		16% - 20%
Junction Boxes (various sizes)		20% - 28%
Conduit fittings and fasteners		20% - 28%

<b>Percent Above Cost</b>	
<b>Electrical Finish Parts and Surface Mounts</b>	
Receptacles, switches, and cover plates	20% - 28%
Fans	20% - 28%
Surface raceways	20% - 28%
<b>Electrician Tools and Equipment</b>	
Electrician tools and equipment (pliers, wire strippers, multi-meters, portable power cords etc)	16% - 24%
<b>Accessory Parts</b>	
covers, connectors, wing nuts	20% - 28%
<b>Other</b>	
Other electrical supplies and related products	20% - 28%

2. **AVAILABLE PRODUCTS AND SERVICES.** All products, and accessories identified may be purchased under this contract, except for any restrictions or disallowed products and services set forth directly below in this section:
  - a. For requirements greater than \$5,000.00 competitive bidding to all awarded contractors is required. (Additional Purchasers are not subject to this requirement).
  
3. **WARRANTY:** Each product purchased hereunder shall include a manufacturer's written warranty, which must be based on commercial use, and extend for a minimum term of one (1) year from the date a Product is available for use by the purchaser, or such longer period as set forth in the written warranty.
  
4. **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:

<b>Reporting Period</b>	<b>Report Due</b>
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.
5. **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.
6. **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.
7. **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.
8. **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:	Mike Parmenter
Phone:	1-781-828-9494
Email:	<a href="mailto:mike.parmenter@needhamelectric.com">mike.parmenter@needhamelectric.com</a>
  - f. **For the State:**

Name:	State of Vermont, Kyle Emerson
Address:	133 State Street, Montpelier, VT 05633-8000
Phone:	802-249-7394
Fax:	802-828-2222
Email:	<a href="mailto:kyle.emerson@vermont.gov">kyle.emerson@vermont.gov</a>
9. **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. Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.
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.
5. Following complete delivery of the items and completion of the training (if applicable), each as specified in Attachment A, and the State's written confirmation to the Contractor of the State's acceptance of those items and that training, Contractor will, within 30 business days, invoice the State in accordance with the rates specified in Attachment A.
6. 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.

**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>.**