NOTICE OF AWARD OF CONTRACT

TO:
SEE ATTACHED

DATE ISSUED: MARCH 30, 2011

CURRENT REFERENCE NO: 17-11

CONTRACT TITLE: INTERPRETATION SERVICES

PRIOR REFERENCE NO: 10-10

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract in accordance with the response submitted by you on FEBRUARY 24, 2011. The contract term covered by this Notice of Award is effective APRIL 1, 2011 and expires on MARCH 31, 2012.

This is the FIRST year award notice of a possible FIVE year contract.

The contract documents consist of the terms, conditions, and specifications of Invitation to Bid No. 17-11 and the bid of the Contractor, incorporated herein by reference.

CONTRACT PRICING:
1) REFER TO VENDOR BID FORMS (ATTACHED)
2) PRICE ADJUSTMENTS FOR EXTENSION OPTIONS BASED ON CPI-U NOVEMBER

ATTACHMENTS:
VENDOR BID FORMS
SPECIFICATIONS EXCERPT

EMPLOYEES NOT TO BENEFIT:
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: SEE ATTACHED
VENDOR TEL. NO.: SEE ATTACHED

VENDOR PAYMENT TERMS: NET 30 DAYS

COUNTY CONTACT: MARGARET JONES
COUNTY TEL. NO.: 703-228-1640

CONTRACT AUTHORIZATION

Ivette Gonzalez
Procurement Officer

DISTRIBUTION

VENDOR: 1
BID FOLDER: 2

DATE 3/30/11
VENDOR/CONTACT INFORMATION
AGREEMENT 17-11
INTERPRETATION SERVICES

NORTHERN VIRGINIA AREA HEALTH EDUCATION CENTER
2 HERBERT STREET
ALEXANDRIA, VA 22305
CONTACT PERSON: RUMA BHOMIK
TELEPHONE NO.: 703-549-7060
FAX NO.: 703-549-7002

JOANNE MCKEY
4729 NORTH 20TH STREET
ARLINGTON, VA 22207
TELEPHONE NO.: 703-524-8222
ARRINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 17-11

BID FORM
BID FORM, PAGE 1 OF 5

SUBMIT TWO (2) FULLY-COMPLETED AND SIGNED BID FORMS TO THE OFFICE OF THE BID
CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM
SHALL CONTAIN AN ORIGINAL LONGHAN SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY
OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 2:00 P.M., ON FEBRUARY 24, 2011

FOR PROVIDING INTERPRETATION SERVICES PER THE TERMS, CONDITIONS AND
SPECIFICATIONS OF THIS SOLICITATION:

BIDDERS SHALL PROVIDE INFORMATION AS SPECIFIED UNDER THE "BEST VALUE BID
SUBMISSION REQUIREMENTS" PARAGRAPH (PAGE 8 AND 9) ON SEPARATE PAGES ATTACHED
TO THIS BID FORM. BIDS SUBMITTED WITHOUT THIS INFORMATION WILL BE SUBJECT TO
REJECTION.

Prior to complete the bid form, bidders shall refer to the pricing paragraph
page 14 in the specifications section.

PRICE PER HOUR FOR FACE-TO-FACE INTERPRETATION

Prices shall include parking and administrative costs. If travel costs are
not included in the per hour pricing, the travel cost shall be specified per
appointment.

Spanish: $6.75/hour
Urdu: $6.75/hour
Arabic: $6.75/hour
Amharic: $6.75/hour
Farsi: $6.75/hour
Russian: $6.75/hour
Korean: $6.75/hour
Ethiopian: $6.75/hour
Vietnamese: $6.75/hour

Other languages (please specify language categories and provide price per
hour in the following space): All languages are priced at

[Space for additional pricing]

Bidder's name: NORTHERN VIRGINIA AHEC

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17-11

CONFIDENTIAL
Travel Costs per appointment: $7.00

Do you have a surcharge for evenings (after 6 P.M.), during weekends and County holidays? ☑ No
☐ Yes, please give details

Do you have a minimum service hour policy? ☑ No
☐ Yes, please give details

ONE HOUR MINIMUM

Cancellation policy:
☑ No cancellation fees
☐ Cancellation fees, please give details

Cancellation fee is the same as the fee for the time requested. If the assignment is cancelled less than 24 hours in advance, otherwise, no cancellation fee applies.

Pro-rating policy:

☑ The County will be billed in ___ minute increments once the minimum charge requirement is met

☐ Does not pro-rate its interpreter service hours. The Contractor will provide a 5 minute grace period during which no charges are incurred.

Bidder's name: NORTHERN VIRGINIA AHEC
TELEPHONE INTERPRETATION

Bidders shall specify language categories and provide price per minute in the following space:

For conversations less than 10 minutes there will be no fee.
For Arlington PDE, over 10 minutes the rate will be $1.00 per minute.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person (under Virginia Code Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under Article 1.1 of the Virginia Governmental Frauds Act (Va. Code §§18.2-498.1 et seq.).

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents, which shall include all amendments thereto, is the hard copy of the documents available from the Office of the Purchasing Agent.

An electronic copy of the solicitation documents provided at the County Purchasing Agent’s website (http://www.arlingtonva.us/purchasing) is subject to an important disclaimer which must be acknowledged online before the documents can be downloaded.

Each bidder is responsible for determining the accuracy and completeness of all solicitation documents they receive, including documents obtained from the County by either of the methods described above, and documents obtained from all other sources.

BIDDER NAME: Northern Virginia ANEC

TRADE SECRETS OR PROPRIETARY INFORMATION:
Trade secrets or proprietary information submitted by an bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-111 of the Arlington County Purchasing Resolution states that the bidder must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

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17-11
BID FORM, PAGE 4 OF 5

Please mark one:

( ) No, the bid I have submitted does not contain any trade secrets and/or proprietary information.

(X) Yes, the bid I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the bid containing such data or materials:

______________________________________________________

______________________________________________________

State the specific reason(s) why protection is necessary:

NUANCE FEES ARE NEGOTIATED AND ARE NOT AVAILABLE FOR PUBLIC DISSEMINATION.

______________________________________________________

If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, effective upon the award of contract, the bid will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person (as defined in the Code of Virginia § 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

Provide the name and address of the person designated by the Bidder to receive notices and other communications (Refer to section headed Notices in the Contract Terms and Conditions of this solicitation for further details):

[Signature]
WALLACE JOYNER, EXECUTIVE DIRECTOR, NVAHEC

2 HERBERT ST.
ALEXANDRIA, VA 22305

BIDDER NAME: NORTHERN VIRGINIA AHEC
BID FORM, PAGE 5 OF 5

THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED AMENDMENTS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE  

PRINT NAME AND TITLE  Dallice J. Boyner, Executive Director

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (I.E. PROJECT MANAGER):

NAME (PRINTED): Ruma Bhownick TITLE: Director, Language Services

E-MAIL ADDRESS: RBhownick@WHRC.org TEL. NO.: 703-549-7060

<table>
<thead>
<tr>
<th>SUBMITTED BY: (LEGAL NAME OF ENTITY)</th>
<th>Northern Virginia Area Health Education Center</th>
</tr>
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<tr>
<td>ADDRESS:</td>
<td>2 Herbert St.</td>
</tr>
<tr>
<td>CITY/STATE/ZIP:</td>
<td>Alexandria, VA 22305</td>
</tr>
<tr>
<td>TELEPHONE NO.:</td>
<td>703-549-7060</td>
</tr>
<tr>
<td>FAX NO.:</td>
<td>703-549-7002</td>
</tr>
<tr>
<td>TAX ID NUMBER (EIN/SSN):</td>
<td>31-1542737</td>
</tr>
</tbody>
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THIS FIRM IS A:  ☑ CORPORATION, ☑ GENERAL PARTNERSHIP, ☑ LIMITED PARTNERSHIP, ☑ UNINCORPORATED ASSOCIATION, ☑ LIMITED LIABILITY COMPANY, ☑ SOLE PROPRIETORSHIP

IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?  yes

IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC:  0452013 - 6

ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED

IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION?  no

BIDDER STATUS:  MINORITY OWNED:  woman owned:  neither:  

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INVITATION TO BID NO. 17-11
Metropolitan Washington Council of Governments (COG) Rider Clause
PERTAINING TO THE USE OF CONTRACT(S) BY MEMBERS OF THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS’ COMMITTEE

A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the list members as designated by the bidder to purchase at contract prices in accordance with contract terms.

B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).

C. A negative reply will not adversely affect consideration of a bidder’s bid/proposal.

D. It is the awarded vendor’s responsibility to notify the members shown below of the availability of the Contract(s).

E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.

F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

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<tr>
<th>JURISDICTION</th>
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<td>CITY OF MANASAS PUBLIC SCHOOLS</td>
</tr>
<tr>
<td>ALEXANDRIA SANITATION AUTHORITY</td>
<td>MANASAS PARK, VIRGINIA</td>
</tr>
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<td>ARLINGTON COUNTY, VIRGINIA</td>
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<td>METROPOLITAN WASHINGTON AIRPORTS AUTHORITY</td>
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<td>PRINCE GEORGE'S COUNTY, MARYLAND</td>
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<td>FAIRFAX COUNTY WATER AUTHORITY</td>
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<td>ROCKVILLE, MARYLAND</td>
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<td>TAKoma PARK, MARYLAND</td>
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<td>UPPER COCKEEN SERVICE AUTHORITY</td>
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<td>GLENSBURG, MARYLAND</td>
<td>VIENNA, VIRGINIA</td>
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<td>HENWICK, VIRGINIA</td>
<td>VIRGINIA RAILWAY EXPRESS</td>
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<td>LEESBURG, VIRGINIA</td>
<td>WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY</td>
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<td>WASHINGTON SUBURBAN SANITARY COMMISSION</td>
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</tbody>
</table>

BIDDER’S AUTHORIZATION TO EXTEND CONTRACT

BIDDER’S LEGAL NAME: ALEXANDRIA, VIRGINIA

DATE OF BID: 1/23/11

17-11
ARRINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 17-11

BID FORM
BID FORM, PAGE 1 OF 5

SUBMIT TWO (2) FULLY-COMPLETE AND SIGNED BID FORMS TO THE OFFICE OF THE BID
CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM
SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY
OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 2:00 P.M., ON FEBRUARY 24, 2011

FOR PROVIDING INTERPRETATION SERVICES PER THE TERMS, CONDITIONS AND
SPECIFICATIONS OF THIS SOLICITATION:

<table>
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<tr>
<td>Spanish</td>
<td>$53.00/hour</td>
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<tr>
<td>Urdu</td>
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<td>Amharic</td>
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<td>Ethiopian</td>
<td>N/A</td>
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<tr>
<td>Vietnamese</td>
<td>N/A</td>
</tr>
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</table>

Prior to complete the bid form, bidders shall refer to the pricing paragraph page 14 in the specifications section.

PRICE PER HOUR FOR FACE-TO-FACE INTERPRETATION

Prices shall include parking and administrative costs. If travel costs are
not included in the per hour pricing, the travel cost shall be specified per
appointment.

N/A = NOT AVAILABLE

Other languages (please specify language categories and provide price per
hour in the following space): ______

________

Bidder’s name: Joanna McKay

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BID FORM, PAGE 2 OF 5

Travel Costs per appointment:  - None -

Do you have a surcharge for evenings (after 6 P.M.), during weekends and County holidays? □ No
☐ Yes, please give details

*Hourly rate plus one-half hourly rate per hour (or time and a half) $79.50/hr.*

Do you have a minimum service hour policy? ☑ No

☐ Yes, please give details

Cancellation policy:  ☑ No cancellation fees

☐ Cancellation fees, please give details

(*) Equivalent to one hour of service if canceled after 5:00 PM EST the day prior or day of service.
(*) No charge if canceled between 8 AM - 5 PM EST the day prior or before.

Pro-rating policy:

☐ The County will be billed in 15 minute increments once the minimum charge requirement is met

Or

☐ Does not pro-rate its interpreter service hours. The Contractor will provide a _____ minute grace period during which no charges are incurred.

Bidder's name: [Signature]

[Handwritten Signature]
TELEPHONE INTERPRETATION

Bidders shall specify language categories and provide price per minute in the following space: Spanish to English and English to Spanish only.

Rate - $1.00/minute

Minimum charge for each call - $15.00

Calls lasting longer than 15 minutes will be billed to the minute.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person (under Virginia Code Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under Article 1.1 of the Virginia Governmental Frauds Act (Va. Code §18.2-498.1 et seq.).

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents, WHICH SHALL INCLUDE ALL AMENDMENTS THERETO, is the hard copy of the documents available from the Office of the Purchasing Agent.

An electronic copy of the solicitation documents provided at the County Purchasing Agent's website (http://www.arlingtonva.us/purchasing) is subject to an important disclaimer which must be acknowledged online before the documents can be downloaded.

Each bidder is responsible for determining the accuracy and completeness of ALL solicitation documents they receive, including documents obtained from the County by either of the methods described above, and documents obtained from all other sources.

BIDDER NAME: [Signature]

TRADE SECRETS OR PROPRIETARY INFORMATION:
Trade secrets or proprietary information submitted by a bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-111 of the Arlington County Purchasing Resolution states that the bidder must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
BID FORM, PAGE 4 OF 5

Please mark one:

( ) No, the bid I have submitted does not contain any trade secrets and/or proprietary information.

( ) Yes, the bid I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the bid containing such data or materials:

________________________________________

________________________________________

State the specific reason(s) why protection is necessary:

________________________________________

________________________________________

If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, effective upon the award of contract, the bid will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person(as defined in the Code of Virginia § 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES
Provide the name and address of the person designated by the Bidder to receive notices and other communications (Refer to section headed Notices in the Contract Terms and Conditions of this solicitation for further details):

____________________________
JOANNE McKEY

4729 20th STREET N.

ARLINGTON VA. 22207

BIDDER NAME: ____________________

JOANNE McKEY

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17-11
THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED AMENDMENTS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE  

PRINT NAME AND TITLE  

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (I.E. PROJECT MANAGER):

NAME (PRINTED):  

TITLE:  

E-MAIL ADDRESS:  

TEL. NO.:  

571-314-3626  

571-314-3626  

SUBMITTED BY: (LEGAL NAME OF ENTITY)  

ADDRESS:  

CITY/STATE/ZIP:  

TELEPHONE NO.:  

FACSIMILE NO.:  

TAX ID NUMBER (BIN/SSN):  

THIS FIRM IS A:  

• INSERT NAME OF STATE  

CORPORATION, GENERAL PARTNERSHIP, LIMITED PARTNERSHIP, 

UNINCORPORATED ASSOCIATION, LIMITED LIABILITY COMPANY, 

SOLE PROPRIETORSHIP

IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?

IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC:

ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED

IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION?  

No

BIDDER STATUS: MINORITY OWNED: WOMAN OWNED: NEITHER:  

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17-11
INVITATION TO BID NO. 17-11
Metropolitan Washington Council of Governments (COG) Rider Clause
PERTAINING TO THE USE OF CONTRACT(S) BY MEMBERS OF THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE

A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.

B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).

C. A negative reply will not adversely affect consideration of a bidder's bid/proposal.

D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).

E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.

F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

**BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>JURISDICTION</th>
<th>YES</th>
<th>NO</th>
<th>JURISDICTION</th>
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<td>✓</td>
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<td>ALEXANDRIA, VIRGINIA</td>
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<td>CITY OF MANASSAS PUBLIC SCHOOLS</td>
</tr>
<tr>
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<td>✓</td>
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**BIDDER'S LEGAL NAME:**

DATE OF BID: 2/4/2011

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17-11