

VIRGINIA DEPARTMENT OF FORESTRY
INDIVIDUAL SERVICES CONTRACT

Contract Number: 411:

This contract entered into this ___ day of _____, _____, by _____, owner, hereinafter called the "Contractor" and Region _____, Department of Forestry hereinafter called the "Purchasing Agency".

PERIOD OF PERFORMANCE: From _____ through _____.

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of promises and of the mutual covenant, consideration, and agreements here in contained and/or attached, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide the Purchasing Agency the services normally associated with the position of janitor. These services shall be performed at the _____ Office of the Virginia Department of Forestry. They shall include; sweep, vacuum and mop the floors in the office and bedroom areas, bathrooms and shop. Dust all furniture using furniture polish. Also, dust doors and window sills. Empty trash cans. Clean bathrooms, including floors, sinks, commodes and shower. All janitorial supplies will be provided by the Purchasing Agency. The above service is to be provided monthly. Payment shall be at the rate of _____ per month.

INSURANCE: The Contractor will have sufficient liability insurance and workmen's compensation to protect the State from claims resulting from the Contractor's work or personnel.

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By signing this bid or proposal, the bidder/offeror certified that it does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Commonwealth.

DRUG FREE WORK PLACE: Each of the following acts is prohibited by the contractor or his/her employees performing service under the terms of a contract resulting from this solicitation:

- a. unlawful or unauthorized manufacture, distribution, dispensing, possession or use of alcohol or other drugs in the work place,
- b. impairment or incapacitation in the work place from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).

By submitting their bids or proposals, bidders or offerors certify that they understand these prohibitions, and if awarded a contract as the result of this solicitation, they will comply. They also understand that a violation of these prohibitions is a breach of contract and can result in default action.

**VIRGINIA DEPARTMENT OF FORESTRY
INDIVIDUAL SERVICES CONTRACT**

APPLICABLE LAW AND COURTS: Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local law regulations.

PAYMENT: 30 days after invoice.

TAXES: The Contractor will perform as an individual contractor, is self-employed, therefore is responsible for any and all taxes and will accrue no benefits from the state.

DISPUTES arising under the Contract will be processed in accordance with the Commonwealth of Virginia Vendor's Manual.

HOLD HARMLESS: The Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents and employees from any claims, damages and actions of any kind of nature, whether at law or in equity arising from or caused by the Contractor's performance or non-performance under this contract.

CANCELLATION OF CONTRACT: The Purchasing Agency reserves the right to cancel and terminate this contract, in whole or in part, without penalty, upon 14 days written notice to the Contractor.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR

PURCHASING AGENCY

By: _____
Contractor Name (PRINT)

By: _____
Name (PRINT)

Title

Title

Contractor Signature

Signature

Date: _____

Date: _____