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GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES  
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DEPARTMENT OF PROPERTY AND PROCUREMENT

## SUPPLY CONTRACT

No.....

This AGREEMENT, made this ..... day of ....., 20.....  
for the **Purchase and Delivery of [insert description of items here] in the [insert district]**  
**District** by and between the Government of the Virgin Islands, hereinafter called the  
“GOVERNMENT”, and [insert company’s legal name as it appears on the company’s articles of  
incorporation or other formation document, if company has a tradename/dba insert d/b/a/ XYZ,  
e.g. ABC Corporation d/b/a ABC Supplies], whose address is [insert address here] hereinafter  
called the “CONTRACTOR”,

### WITNESSETH:

For, and in consideration of the acceptance of the Contractor’s proposal, under Invitation  
for Bids No..... opened on ..... and the award of this contract to the  
Contractor, notification hereof having been made to the Contractor on ....., and, in  
further consideration of the covenants and agreements of the Parties herein contained, to be well  
and truly observed and faithfully kept by them, and each of them, it is mutually agreed between  
the Parties as follows:

SECTION 1. That for and in consideration of the price or prices and agreement in this  
bid hereto attached and made a part of this Contract, the said Contractor agrees to furnish and  
deliver all of the services described in the said Invitation for Bids No. .... and the  
Scope of Work (Addendum I) at the price or prices stated therein and in strict accordance with  
the conditions of said accepted proposal. The Advertisement, Invitation for Bids, Scope of Work  
(Addendum I), Compensation (Addendum II), General Provisions (Addendum III), Termination  
of Contracts (Addendum IV), Provisions from 2 CFR 200 - Appendix II (Addendum V), any  
Supplemental Provisions and Specifications and the Purchase Order, including any change  
thereof, are all part and parcel of this Contract and are by this reference, incorporated in this  
Contract as fully and effectively as if set forth in detail herein.

SECTION 2. The Government, for and in consideration of the full and true performance  
of the work by the Contractor, agrees to pay the price or prices set forth in the attached Invitation  
for Bids and the line items as indicated in Addendum I (Scope of Work) and Addendum II

Contract No. \_\_\_\_\_

Initial \_\_\_\_\_



OPCMR

(Compensation), in lawful money of the United States, and the payment shall be made at the time and in the manner set forth in the Invitation for Bids, and Addendum II (Compensation).

SECTION 3. This Contract shall commence on ..... and shall terminate on ..... unless mutually extended or terminated by the parties. The services under this contract shall be for a period of ..... with a renewal option for a period of ..... No alterations or variations of the terms of the proposal shall be valid or binding upon the Government unless made in writing and approved by the Government.

SECTION 4. This Contract will remain in force for the full period specified and until all services ordered before the date of termination shall be satisfactorily performed and accepted and/or until all terms and conditions have been met, unless:

- (a) terminated prior to expiration by satisfactory delivery against orders of entire quantities contracted for; or
- (b) extended upon written authorization of the Government and accepted by the Contractor, to permit ordering of unordered balances or additional quantities at contract price or prices and in accordance with the contract terms.

SECTION 5. Failure of the Contractor to deliver within the time specified, or within a reasonable time as interpreted by the Government, or failure to make replacement of rejected commodities when so requested, immediately or as directed by the Government, will constitute authority for the Government to purchase in the open market to replace the commodities rejected or not delivered. The Government reserves the right to authorize immediate purchases in the open market against rejections on this contract when necessary. On all such purchases, the Contractor agrees promptly to reimburse the Government for excess costs occasioned by such purchases. Such purchases will be deducted from contract quantities. However, should public necessity demand it, the Government reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the Government.

SECTION 6. By execution of this contract, the Contractor certifies that it is eligible to receive contracts awarded using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON-PROCUREMENT." In the event the Contractor or any subcontractor misrepresents its eligibility to receive contract awards using federal funds, the Contractor or subcontractor agrees that it shall not be entitled to payment for any work performed under this contract or any subcontract and that the Contractor or subcontractor shall promptly reimburse the Government of the Virgin Islands for any progress payments heretofore made.

Contract No. \_\_\_\_\_



OPCMR

SECTION 7. Contractor warrants that it shall not, with respect to this Contract, make or present any claim upon or against the Government of the Virgin Islands, or any officer, department, board, commission, or other agency thereof, knowing such claim to be false, fictitious, or fraudulent. Contractor acknowledges that making such a false, fictitious, or fraudulent claim is an offense under Virgin Islands law.

SECTION 8. Contractor acknowledges that this Contract is funded, in whole or in part, by federal funds. Contractor warrants that it shall not, with respect to this Contract, make or present any claim knowing such claim to be false, fictitious, or fraudulent. Contractor acknowledges that making such a false, fictitious, or fraudulent claim is a federal offense.

SECTION 9. The Contractor shall only perform services in accordance with the schedule outlined in Addendum I (Scope of Work) attached hereto and made a part hereof.

SECTION 10. This Contract is subject to the appropriation and availability of funds and to the approval of the Commissioner of the Department of Property and Procurement.

SECTION 11. The following insurance coverages are required by Contract and Contractor shall maintain these insurance coverages during the term of this Contract.

(a) **COMMERCIAL GENERAL LIABILITY:** Commercial general liability insurance, in a form acceptable to the Government, on a "per occurrence" basis with a minimum limit of not less than one hundred thousand dollars (\$100,000.00) for any one person per occurrence for death or personal injury and one hundred thousand dollars (\$100,000.00) for any one occurrence for property damage. Insurance policy(ies) shall name the Government of the Virgin Islands as the certificate holder and additional insured via an endorsement.

(b) **WORKERS' COMPENSATION:** Contractor shall supply current coverage under the Government Insurance Fund or other form of coverage

SECTION 12. Either Party may terminate this Contract for cause by providing ten (10) days written notice to the other party specifying the date of termination. The Government may also terminate this Contract for convenience on ten (10) days written notice in accordance with the Provisions of Addendum IV (Termination of Contracts).

SECTION 13. A facsimile, electronic or digital signature on this Contract shall be deemed an original and binding upon the Parties hereto.

SECTION 14. This Contract shall become effective immediately upon and as of the day of signature by the Commissioner of the Department of Property and Procurement.

SECTION 15. **NOTICE OF FEDERAL FUNDING.** Contractor acknowledges that this Contract may be funded, in whole or in part, by federal funds. Contractor warrants that it shall



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not, with respect to this Contract, make or present any claim knowing such claim to be false, fictitious, or fraudulent. Contractor acknowledges that making such a false, fictitious, or fraudulent claim is a federal offence.

IN WITNESS WHEREOF, the parties to these presents have hereunto set their hands on the day and year first above written.

Witnesses:

**GOVERNMENT OF THE VIRGIN ISLANDS**

.....

By: \_\_\_\_\_ Date \_\_\_\_\_  
Anthony D. Thomas  
Commissioner  
Department of Property and Procurement

.....

By: \_\_\_\_\_ Date \_\_\_\_\_  
[insert user agency]  
Commissioner  
Department of [insert agency]

Witnesses:

**CONTRACTOR**

.....

By: \_\_\_\_\_ Date \_\_\_\_\_  
[name]  
[title]  
[Company name]

*(Corporate seal, if Contractor is a corporation)*



## **ADDENDUM I SCOPE OF WORK**

The Contractor shall provide \_\_\_\_\_ services at [insert location] at the prices quoted in Contractor's bid in response to IFB No. \_\_\_\_\_, which is attached hereto and incorporated by this reference.

[insert scope of work]



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## **ADDENDUM II COMPENSATION**

The Government in consideration of the satisfactory performance of the services described in Addendum I (Scope of Work) agrees to make progress payments based on the invoices submitted by the Contractor. The Parties further agree that payments will be made in accordance with the actual work performed.

[insert rates]