



STATEWIDE CONTRACT

No. 16722

FOOD SERVICE DISPOSABLES

For Use by Eligible Purchasers

By and Between

**STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES**

and

VERITIV OPERATING COMPANY

Dated July 1, 2023

STATEWIDE CONTRACT

No. 16722

FOOD SERVICE DISPOSABLES

This Washington Statewide Contract (“Contract”) is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency (“Enterprise Services”) and Veritiv Operating Company, a Delaware Corporation (“Contractor”) and is dated and effective as of July 1, 2023.

RECITALS

- A. Pursuant to Legislative authorization, Enterprise Services, on behalf of the State of Washington, is authorized to develop, solicit, and establish enterprise procurement solutions, including statewide contracts, for Goods to support Washington state agencies. See RCW 39.26.050(1). The Washington State Legislature also has authorized Enterprise Services to make these contracts available, pursuant to an agreement in which Enterprise Services ensures full cost recovery, to other local or federal government agencies or entities, public benefit nonprofit organizations, and any tribes located in the State of Washington. See RCW 39.26.050(1) & (2).
- B. Pursuant to its statutory authority, Enterprise Services is establishing a Statewide Contract for Food Service Disposables that is designed to enable eligible purchasers to procure specified Food Service Disposables from the awarded Contractor(s) in a cost effective, efficient manner using the terms and conditions of the contract.
- C. On behalf of the State of Washington, Enterprise Services, as part of a competitive governmental procurement, issued Competitive Solicitation No. 16722 dated February 16, 2023, regarding Food Service Disposables. The Competitive Solicitation was structured to meet purchaser needs as well as Washington State legislative requirements.
- D. Enterprise Services evaluated all responses to the Competitive Solicitation and identified Contractor as an apparent successful bidder.
- E. Enterprise Services has determined that entering into this Contract will meet the identified needs and be in the best interest of the State of Washington.
- F. The purpose of this Contract is to enable eligible purchasers to purchase the Goods as set forth herein.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein, the parties hereto hereby agree as follows:

- 1. TERM.** The term of this Contract is twenty-four (24) months, commencing July 1, 2023, and ending July 1, 2025 *Provided*, however, that if Contractor is not in default and if, by January 1, 2025, in Enterprise Services’ reasonable judgment, Contractor satisfactorily has met the performance-based goals for contract extension, Enterprise Services shall extend the term of this Contract, by written amendment, for up to thirty-six (36) additional months. Such extension amendment shall be on the

same terms and conditions as set forth in this Contract. To earn the performance-based Contract term extension, Contractor must achieve the following performance-based metrics:

PERFORMANCE METRIC	PERFORMANCE REQUIREMENT FOR CONTRACT EXTENSION
Order Detail Report:	Contractor must timely provide an annual detailed report as required in Section 11.3.
Item Availability:	Contractor distribution centers must be sufficiently stocked to meet Purchaser requirements as required in Section 5.3.
Product Substitution/Match:	Substitutions must be of a like item of equal or greater value, meeting or exceeding outlined specifications and charged to the purchaser at the contracted price as required in Section 5.4.
Order Modifications and Substitutions:	Contractor must document and report on an annual basis to Enterprise Services the number of order modifications and/or substitutions required by customer as instructed in Section 11.4.
Insurance Endorsements:	Contractor timely provides to Enterprise Services at the designated address, without exception, annual insurance endorsements for the insurance coverages required by this Contract. <i>See Exhibit B – Insurance Requirements at § 4.</i>
Vendor Management Fee:	Contractor timely remits to Enterprise Service, with no less than a 75% on time rate over the contract term, the applicable Vendor Management Fee (VMF). <i>Note:</i> Contractor must pay the VMF within thirty (30) calendar days of invoice from Enterprise Services. If Contractor is delinquent in timely paying the VMF for three (3) or more quarters within the first nine (9) quarters of the Contract term, Contractor will not be eligible for a performance-based extension.
Contract Sales Reports:	Contractor timely provides to Enterprise Services, with no less than a 75% on time rate over the contract term, the required Contract quarterly sales reports. <i>Note:</i> Contractor must provide the quarterly sales reports to Enterprise Services within thirty (30) calendar days of the quarter’s end. If Contractor is delinquent in providing the quarterly sales reports for three (3) or more quarters within the first nine (9) quarters of the Contract term, Contractor will not be eligible for a performance-based extension.

2. ELIGIBLE PURCHASERS. This Contract may be utilized by any of the following types of entities (each an eligible “Purchaser”):

- 2.1. WASHINGTON STATE AGENCIES. All Washington state agencies, departments, offices, divisions, boards, and commissions.

- 2.2. WASHINGTON STATE INSTITUTIONS OF HIGHER EDUCATION (COLLEGES). Any the following institutions of higher education in Washington:
- State universities – i.e., University of Washington & Washington State University;
 - Regional universities – i.e., Central Washington University, Eastern Washington University, & Western Washington University
 - Evergreen State College;
 - Community colleges; and
 - Technical colleges.
- 2.3. CONTRACT USAGE AGREEMENT PARTIES. Any of the following types of entities that have executed a Contract Usage Agreement with Enterprise Services:
- Political subdivisions (e.g., counties, cities, school districts, public utility districts) in the State of Washington;
 - Federal governmental agencies or entities;
 - Public-benefit nonprofit corporations (i.e., § 501(c)(3) nonprofit corporations that receive federal, state, or local funding); and
 - Federally-recognized Indian Tribes located in the State of Washington.

3. SCOPE – INCLUDED GOODS AND PRICE.

- 3.1. CONTRACT SCOPE. Pursuant to this Contract, Contractor is authorized to sell and provide only those Goods at the prices set forth in *Exhibit A – Included Goods and Prices*. Contractor shall not represent to any Purchaser under this Contract that Contractor has contractual authority to sell or provide any Goods beyond those set forth in *Exhibit A – Included Goods and Prices*.
- (a) Goods. For purposes of this Contract, “Goods” means all equipment, materials, supplies, ancillary parts, accessories, components, and other items purchased by Purchaser pursuant to this Contract and as identified in the Purchase Order.
 - (b) Specifications. Where applicable, specifications for Goods are detailed in this Contract and the Purchase Order. Unless otherwise specified in the Purchase Order, all Goods provided shall be new and unused of the latest model or design.
- 3.2. STATE’S ABILITY TO MODIFY SCOPE OF CONTRACT. Subject to mutual agreement between the parties, Enterprise Services reserves the right to modify the Goods included in this Contract; *Provided*, however, that any such modification shall be effective only upon thirty (30) calendar days advance written notice; and *Provided further*, that any such modification must be within the scope of the Competitive Solicitation for this Contract. This section applies to modifications mandated by new laws or regulations enacted during the term of the contract.
- 3.3. ECONOMIC ADJUSTMENT. Beginning six (6) months after the effective date of this Contract and for every six (6) months thereafter, the prices set forth in *Exhibit A Goods and Prices* may be adjusted upon Contractor request. Requests for price adjustments must be made in writing and be received thirty (30) days prior to the adjustment date as indicated in the table “Economic Adjustment Request Requirements”. In the event Contractor fails to timely request a price adjustment; Enterprise Services, at its sole discretion, may allow an untimely

adjustment; provided, however, that such adjustment will not be effective for any time prior to Enterprise Services price adjustment. Prices shall be adjusted, based upon the percent changes (whether up or down) in the United States Department of Labor, Bureau of Labor, and Statistics (BLS) Produce Price indices (PPI) described below, for the most recent year. Economic adjustment will lag one (1) calendar quarter past the Contract commencement date to allow for publication of BLS data. All calculations for the index shall be based upon the latest version of data published. If an index is recoded (i.e., the recoded index is a direct substitute for the prior index according to the BLS), this Contract will use the recoded index, as applicable. If an index becomes unavailable, Enterprise Services shall substitute a proxy index. If there is not a direct substitute, the next higher aggregate index available will be used. The economic adjustment shall be calculated as follows:

$$\text{New Price} = \text{Old Price} \times (\text{Current Period Index} / \text{Base Period Index}).$$

The “Current Period Index” is the average of the most recent twelve months of non-Preliminary BLS index values, and the “Base Period Index” is the average of the twelve months of non-preliminary BLS index values prior to the Current Period Index.

The following table will be used for all economic price adjustments based on the cost breakdown submitted with the bid.

CATEGORY	PRODUCER PRICE INDEX	PERCENTAGE
CUPS	WPU09150355 (Cups and liquid-tight paper and paperboard containers)	90
	WPU072C Recyclable plastics	10
PLATES	WPU09 (Pulp, paper, and allied products)	80
	WPU072C Recyclable plastics	10
	WPU025201 (Raw cane sugar and sugarcane mill products and byproducts)	10
BOWLS	WPU09 (Pulp, paper, and allied products)	90
	WPU072C Recyclable plastics	10
CUTLERY	WPU1267 (Cutlery, Flatware (except precious), razors & razors)	95
	WPU091509991 (Other sanitary paper and paperboard food containers, boards, and trays, excluding folding)	5
CONTAINERS	WPU09 (Pulp, paper, and allied products)	75
	WPU072C Recyclable plastics	10
	WPU025201- Raw cane sugar and sugarcane mill products and byproducts	10
	WPU10890811 (Flexible packaging foil)	5
	WPU0915012332 (Paper table napkins, industrial & retail pkgs bulk & dispenser types, made in paper mills)	100
WRAPS/LINERS	WPU10890811 (Flexible packaging foil)	80
	WPU091502161 (Plastics, foil, and coated paper bags)	20
BAGS	WPU09 (Pulp, paper, and allied products)	25
	wpu0915021625, Other polyethylene bags, pouches, and liners	75

Misc.	WPU159A0901 (Other miscellaneous fabricated products)	10
	WPU1571 (Personal safety equipment and clothing)	90

Economic Adjustment Request Requirements		
Biannual	Request Received By	Effective Date of Change
January 1 – June 30	November 1	January 1
July 1 – December 31	May 1	July 1

- 3.4. **PRICE CEILING.** Although Contractor may offer lower prices to Purchasers, during the term of this Contract, Contractor guarantees to provide the Goods at no greater than the prices set forth in *Exhibit A – Prices for Goods* (subject to economic adjustment as set forth herein).
- 3.5. **CONTRACT INFORMATION.** Enterprise Services shall maintain and provide to eligible Purchaser’s information regarding this Contract, including scope, pricing, and lowest responsive, responsible bidder designation. In addition, Enterprise Services identifies awarded contractors who qualify as Washington Small Businesses, Certified Veteran-Owned Businesses, or that, pursuant to the Contract provide Goods that meet specified state procurement priorities as set forth in the Competitive Solicitation.
- 4. CONTRACTOR REPRESENTATIONS AND WARRANTIES.** Contractor makes each of the following representations and warranties as of the effective date of this Contract and at the time any order is placed pursuant to this Contract. If, at the time of any such order, Contractor cannot make such representations and warranties, Contractor shall not process any orders and shall, within three (3) business days notify Enterprise Services, in writing, of such breach.
- 4.1. **QUALIFIED TO DO BUSINESS.** Contractor represents and warrants that Contractor is (a) in good standing; (b) qualified to do business in the State of Washington; and (c) registered with the Washington State Department of Revenue and the Washington Secretary of State.
- 4.2. **TAXES.** Contractor represents and warrants that Contractor is current, in full compliance, and has paid all applicable taxes owed to the State of Washington.
- 4.3. **LICENSES; CERTIFICATIONS; AUTHORIZATIONS; & APPROVALS.** Contractor represents and warrants that Contractor possesses and shall keep current during the term of this Contract all required licenses, certifications, permits, authorizations, and approvals necessary for Contractor’s proper performance of this Contract.
- 4.4. **SUSPENSION & DEBARMENT.** Contractor represents and warrants as previously certified in Contractor’s Bidder’s Certification, that neither Contractor nor its principals or affiliates presently are nor have ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any governmental contract by any governmental department or agency within the United States.
- 4.5. **WAGE VIOLATIONS.** Contractor represents and warrants as previously certified in Contractor’s Bidder’s Certification, that during the term of this Contract and the three (3) year period immediately preceding the award of the Contract, Contractor has not been determined, by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general

- jurisdiction, to be in willful violation of any provision of Washington state wage laws set forth in RCW 49.46, 49.48, or 49.52.
- 4.6. CIVIL RIGHTS. Contractor represents and warrants that Contractor complies with all applicable requirements regarding civil rights. Such requirements prohibit discrimination against individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin.
 - 4.7. EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS. Contractor represents and warrants, as previously certified in Contractor’s Bidder’s Certification, that Contractor does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers. Contractor further represents and warrants that, during the term of this Contract, Contractor shall not, as a condition of employment, require its employees to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.
 - 4.8. WASHINGTON SMALL BUSINESS. Contractor represents and warrants, as previously certified in Contractor’s Bidder’s Certification, that Contractor qualifies as a Washington Small Business as defined and set forth in Contractor’s Bidder’s Certification.
 - 4.9. CERTIFIED VETERAN-OWNED BUSINESS. Contractor represents and warrants, as previously certified in Contractor’s Bidder’s Certification, that Contractor qualifies as a Certified Veteran-Owned Business as defined and set forth in Contractor’s Bidder’s Certification.
 - 4.10. PUBLIC CONTRACTS AND PROCUREMENT FRAUD. Contractor represents and warrants that, within the three (3) year period prior to this Contract, neither Contractor nor its principals or affiliates: (a) have been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, local, or tribal) contract or purchase order under a public contract; (b) have been in violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; (c) have been indicted for or otherwise criminally or civilly charged by a government entity (federal, state, local, or tribal) with commission of any of the offense enumerated in subsection (b) of this provision; or (d) had one or more public contracts (federal, state, local, or tribal) terminated for cause or default.
 - 4.11. PROCUREMENT ETHICS & PROHIBITION ON GIFTS. Contractor represents and warrants that Contractor complies fully with all applicable procurement ethics restrictions including, but not limited to, restrictions against Contractor providing gifts or anything of economic value, directly or indirectly, to Enterprise Services and Purchasers’ employees.
 - 4.12. WASHINGTON’S ELECTRONIC BUSINESS SOLUTION (WEBS). Contractor represents and warrants that Contractor is registered in Washington’s Electronic Business Solution (WEBS), Washington’s contract registration system and that, all of Contractor’s information therein is current and accurate and that throughout the term of this Contract, Contractor shall maintain an accurate profile in WEBS.
 - 4.13. WASHINGTON’S STATEWIDE PAYEE DESK. Contractor represents and warrants that Contractor is registered with Washington’s Statewide Payee Desk, which registration is a condition to payment.

- 4.14. **CONTRACT PROMOTION; ADVERTISING AND ENDORSEMENT.** Contractor represents and warrants that Contractor shall use commercially reasonable efforts both to promote and market the use of this Contract with eligible Purchasers and to ensure that those entities that utilize this Contract are eligible Purchasers. Contractor understands and acknowledges that neither Enterprise Services nor Purchasers are endorsing Contractor's Goods or suggesting that such Goods are the best or only solution to their needs. Accordingly, Contractor further represents and warrants that Contractor shall make no reference to Enterprise Services, any Purchaser, or the State of Washington in any promotional material without the prior written consent of Enterprise Services.
- 4.15. **CONTINGENT FEES.** Contractor represents and warrants that no person or selling agent has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established agents as defined in the Federal Acquisition Regulations.
- 4.16. **FINANCIALLY SOLVENT.** Contractor represents and warrants that Contractor has not commenced bankruptcy proceedings and that there are no judgment, liens, or encumbrances of any kind affecting title to any Goods that are the subject of this Contract.
- 4.17. **OPERATIONAL CAPABILITY.** Contractor represents and warrants, as previously certified in Contractor's Bidder's Certification, that Contractor has the operational and financial capability to perform the Contract.
- 4.18. **CONTRACT TRANSITION.** Contractor represents and warrants that, in the event this Contract or a similar contract, is transitioned to another contractor (e.g., Contract expiration or termination), Contractor shall use commercially reasonable efforts to assist Enterprise Services (including the Purchasers hereunder) for a period of sixty (60) calendar days to effectuate a smooth transition to another contractor to minimize disruption of service and/or costs to the State of Washington and such Purchasers; *Provided*, however, that, if costs are incurred, Contractor shall be compensated for such costs consistent with the terms and conditions pertaining to this Contract for the sixty (60) day period immediately before such transition.
- 4.19. **STATUTORY PREFERENCE FOR PCB-FREE PRODUCTS AND PRODUCTS-IN-PACKAGING.** CONTRACTOR represents and warrants, as previously certified in Exhibit C-2 PCB Certification, that Contractor qualifies for the Statutory Preference for PCB-Free Products and Products-In-Packaging.

5. QUALITY; WARRANTY; REMEDIES.

- 5.1. **GOODS WARRANTY.** Contractor warrants that, for a period of twelve (12) months from the date when the Goods are put into use, or eighteen (18) months after delivery of the Goods, whichever is later ("Goods Warranty Period"), the Goods: (a) are free from defects in design, material, and workmanship; (b) are fit and safe for the intended purposes and appropriate for the specified application(s) (if any); (c) are consistent with recognized industry quality standards; (d) comply with the requirements, specifications, drawings, standards, and descriptions included in this Contract; and (e) are produced and delivered in full compliance with applicable law ("Goods Warranty"). Contractor further warrants that it has good and marketable title to the Goods and shall keep Purchaser's property free of liens. If Purchaser receives notice of a lien caused by Contractor, Purchaser may withhold any payment

otherwise due Contractor until Contractor submits proof, in a form satisfactory to Purchaser, that all lienable claims have been fully paid or waived.

- 5.2. **GOODS REMEDY.** If Goods do not comply with the Goods Warranty or any defects develop during the Goods Warranty Period under normal use, at Purchaser's election, Contractor promptly shall remedy the defect by removing, repairing, correcting, or replacing, and/or reinstalling any defective Goods. Contractor's Goods Warranty support shall include, at Contractor's sole expense, all technical support, parts, materials and equipment, and labor, including freight and "in/out" costs required to address the defect. If, in Purchaser's judgment, repair or replacement is inadequate, or fails of its essential purpose, Contractor shall refund the full amount of any payments that have been made. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation, actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys' fees, and costs.
- 5.3. **ITEM AVAILABILITY.** Contractor distribution centers must be sufficiently stocked to meet Purchaser requirements. It is critical that items ordered be readily available. If an item listed on Exhibit A becomes obsolete during the term of the Contract, the Contractor shall offer a product at the current contract price or less than the contract price. The contractor shall notify Department of Enterprise Service and receive approval 30 days prior the effective date.
- 5.4. **PRODUCT SUBSTITUTION/MATCH.** Substitutions must be of a like item of equal or greater value, meeting or exceeding outlined specifications and charged to the purchaser at the contracted price. If an item is provided as a substitution, it must be a like item of comparable size, quantity, quality, and case count or content.
- 5.5. **SERVICES WARRANTY.** Contractor warrants that: (a) Services will be performed in a timely, efficient, and professional manner; (b) all Contractor personnel assigned to perform Services will have the necessary skill and training; and (c) Services will be performed in a manner consistent with the standard of care in the industry ("Services Warranty"). The Services Warranty will survive for a period of twelve (12) months after the date when Services are completed ("Services Warranty Period").
- 5.6. **SERVICES REMEDY.** If Services do not comply with the Services Warranty or are in any manner found to be nonconforming during the Services Warranty Period, Contractor promptly shall remedy the non-conformance, or at Purchaser's election, Contractor shall re-perform or correct the nonconforming Services at no additional cost to Purchaser or refund the amounts paid for the Services.
- 5.7. **IT WARRANTY.** Contractor warrants, that all hardware, software, and firmware associated with Goods or Services ("IT Goods" and "IT Services", respectively) will not: (a) contain any viruses, malicious code, Trojan horse, worm, time bomb, self-help code, back door, or other software code or routine designed to: (i) damage, destroy, or alter any software or hardware; (ii) reveal, damage, destroy, or alter any data; (iii) disable any computer program automatically; or (iv) permit unauthorized access to any software or hardware; (b) contain any third party software (including software that may be considered free software or open source software) that (i) may require any software to be published, accessed, or otherwise made available without the consent of Purchaser, or (ii) may require distribution, copying, or modification of any software free of charge; and (c) infringe on any patent, copyright, trademark, or other proprietary or intellectual property right of any third party or

misappropriate any trade secret of any third party (“IT Warranty”). The IT Warranty will expire twelve (12) months after the date IT Goods are delivered or IT Services are complete, as applicable.

- 5.8. IT REMEDY. If IT Goods or IT Services do not comply with the IT Warranty, or if any defect or non-conformance develops during the IT Warranty Period, Contractor, at Purchaser’s election, promptly will: (a) remedy the defect by removing, repairing, correcting or replacing, and/or reinstalling any defective IT Goods; (b) re-perform or correct the non-conforming IT Services at no additional cost to Purchaser; or (c) refund the amounts paid for IT Services and IT Goods.
 - 5.9. FAILURE TO REMEDY. If Contractor does not remedy a defect or nonconformity within ten (10) calendar days after receipt of written notice from Purchaser, or if an emergency exists rendering it impossible or impractical for Purchaser to have Contractor provide a remedy, Purchaser may, without prejudice to any other rights or remedies available to it, make or cause to be made required modifications, adjustments, or repairs, or may replace Goods, Services, IT Goods, or IT Services, in which case Contractor shall reimburse Purchaser for its actual costs or, at Purchaser’s option, Purchaser will offset the costs incurred from amounts owing to Contractor.
 - 5.10. TECHNICAL SUPPORT. During any applicable warranty period, Contractor shall provide all warranty service and telephone support, including after-hour technical support, at its own cost. Contractor shall maintain a technical support hotline to address breakdowns and safety incidents.
- 6. SAFETY; SECURITY.** Contractor’s failure to comply with any of the requirements in this Section shall be cause for termination.
- 6.1. REGULATORY REQUIREMENTS/SAFETY. Goods supplied by Contractor shall meet all OSHA and other safety-related federal, state, local, and/or tribal regulatory requirements applicable to the Goods.
 - 6.2. MATERIAL SAFETY DATA SHEETS. As applicable, Contractor shall provide Purchaser with all appropriate Material Safety Data Sheets (“MSDS”) at the time of delivery of each shipment of Goods which requires such compliance and/or and for materials used by Contractor while performing Services and any updates of the same.
 - 6.3. CLEAN-UP. If Contractor, its agents, employees, or subcontractors perform onsite Services, Contractor, at its cost, will remove all excess materials, equipment, packaging, and garbage within the scope of its performance of Services and leave that portion of the premises in which the work was performed in a clean condition. Should Contractor fail to clean up a Site after completion of work, Purchaser will have the right to remove the materials and set off the cost of clean up against amounts owed to Contractor.
 - 6.4. ACCIDENT AND INJURY REPORTING. If Contractor, its agents, employees, or subcontractors are present at Purchaser’s premises, Contractor promptly will report in writing all injuries, accidents, property damage, near-miss incidents, or any claims regarding damages or injury involving Contractor, its agents, employees, or subcontractors occurring at such premises. Contractor agrees to cooperate and assist in any Purchaser investigation of incidents.
 - 6.5. ON SITE REQUIREMENTS. While on Purchaser’s premises, Contractor, its agents, employees, or subcontractors shall comply, in all respects, with Purchaser’s physical, fire, access, safety, and

other security requirements and not interfere with Purchaser's operations. Contractor represents and warrants that Contractor, its agents, employees, or subcontractors who access Purchaser's premises will be adequately trained and at all times comply with Purchaser's requirements.

- 6.6. IT SECURITY POLICIES. Contractor, its agents, employees, or subcontractors shall comply with all Washington State IT security policies and standards which will be made available to Contractor upon request.

7. SUBCONTRACTORS.

- 7.1. CONTRACTOR RESPONSIBILITY. Notwithstanding any provision to the contrary, in the event Contractor elects to utilize subcontractors to perform this Contract, Contractor shall: (a) incorporate Contractor's responsibilities under this Contract into its subcontracts; (b) be fully responsible for the performance of any such subcontractors (regardless of tier) and ensure that subcontractors comply with each and every Contractor obligation set forth in this Contract; (c) be the sole point of contact for Enterprise Services and any Purchasers regarding all contractual matters; (d) ensure that such subcontractors are registered in WEBS; and (e) defend, indemnify, and hold Enterprise Services and Purchasers harmless in case of negligence, other tortious fault, or intentional misconduct by any such subcontractors (regardless of tier). Prior to utilizing any subcontractor to perform this Contract, Contractor shall provide written notice to Enterprise Services' contract administrator. Such notice shall confirm that the subcontractor is registered in WEBS and provide the necessary information for Enterprise Services' contract administrator to include such subcontractor(s) in Washington's Purchasing Contract Management System (PCMS).
- 7.2. REPORTING. If Contractor is required to report to Purchaser and/or Enterprise Services, such report(s) will include subcontractor data, by subcontractor, for any data that Contractor is required to report as well as a consolidated 'rollup' report combining Contractor and subcontractor data.
- 7.3. SUBCONTRACTOR REPRESENTATIONS AND CERTIFICATIONS. Any Contractor representations or certifications set forth in this Contract shall apply to subcontractors (at any tier) and Contractor shall not utilize any subcontractors (at any tier) who cannot provide such representations or certifications, excepting the certification to be registered with Washington's Statewide Payee Desk, unless Purchaser will pay such subcontractor directly.

8. USING THE CONTRACT – PURCHASES.

- 8.1. ORDERING REQUIREMENTS. Eligible Purchasers shall order Goods from this Contract, consistent with the terms hereof and by using any ordering mechanism agreeable both to Contractor and Purchaser but including, at a minimum, a purchase order. When practicable, Contractor and Purchaser also shall use telephone orders, email orders, web-based orders, and similar procurement methods (collectively "Purchaser Order"). All Purchase Orders must reference the Contract number. The terms of this Contract shall apply to any Purchase Order, and, in the event of any conflict, the terms of this Contract shall prevail. Notwithstanding any provision to the contrary, in no event shall any 'click-agreement,' software or web-based application terms and conditions, or any other agreement modify the terms and conditions of this Contract.

Contractor will notify purchaser of any products out of stock either by the ordering system or an email twelve hours or less from time of order placement. Contractor to offer an equal or better substitute when available. It is expected that lead times will not exceed 5 working days after receipt of order (ARO), unless approved by purchaser.

- 8.2. DELIVERY REQUIREMENTS. Contractor must ensure that the Goods are delivered or provided as required by this Contract, the Purchase Order used by Purchaser, and as otherwise mutually agreed in writing between Purchaser and Contractor. The following apply to all deliveries:
- (a) Contractor shall not require minimum orders nor impose cost based on order size.
 - (b) Contractor shall make all deliveries to the applicable delivery location within the state of Washington as specified in the Purchase Order. Some locations may not have a loading dock. Upon request, contractor will deliver goods with a lift gate. Such deliveries shall occur during Purchaser's normal work hours and within the time period mutually agreed in writing between Purchaser and Contractor.
 - (c) Contractor shall ship all Goods purchased pursuant to this Contract, freight charges prepaid by Contractor, FOB Purchaser's specified destination with all transportation and handling charges included. Contractor shall bear all risk of loss, damage, or destruction of the Goods ordered hereunder that occurs prior to delivery, except loss or damage attributable to Purchaser's fault or negligence.
 - (d) All packing lists, packages, instruction manuals, correspondence, shipping notices, shipping containers, and other written materials associated with this Contract shall be identified by the Contract number set forth on the cover of this Contract and the applicable Purchaser's Purchase Order number. Packing lists shall be enclosed with each shipment and clearly identify all contents and any backorders.
- 8.3. RECEIPT AND INSPECTION OF GOODS. Goods purchased under this Contract are subject to Purchaser's reasonable inspection, testing, and approval at Purchaser's destination. Purchaser reserves the right to reject and refuse acceptance of Goods that are not in accordance with this Contract and Purchaser's Purchase Order. If there are any apparent defects in the Goods at the time of delivery, Purchaser promptly will notify Contractor. At Purchaser's option, and without limiting any other rights, Purchaser may require Contractor to repair or replace, at Contractor's expense, any, or all of the damaged Goods or, at Purchaser's option, Purchaser may note any such damage on the receiving report, decline acceptance, and deduct the cost of rejected Goods from final payment. Payment for any Goods under such Purchase Order shall not be deemed acceptance.
- 8.4. RETURN POLICY. Purchasers can return products in the original packaging up to thirty (30) days from the date the products were delivered. Contractor shall not charge any fees and shall provide a full refund within thirty (30) days of the receipt of the return.
- 8.5. ORDER CANCELLATION. Purchaser may cancel an order if original product is unavailable and a substitution acceptable to purchaser is not available. Purchaser may cancel an order if expected delivery extends beyond the original scheduled delivery date by thirty (30) days or more. Contractor shall not charge any fees and shall provide a full refund within thirty (30) days of the cancellation request. Purchaser may cancel orders, due to their error, and return

goods in the original packaging up to thirty (30) days from the date the product(s) were delivered. Any expenses that may occur due to purchasers' error shall be negotiated between purchaser and contractor. Contractor shall provide a full refund, if invoiced, within thirty (30) days of the receipt of the return.

- 8.6. CUSTOMER SERVICE. It is expected that your firm must provide customer service during normal business hours (8:00am – 5:00pm) with access to your company via email and phone during these hours. It is expected that any phone message or email will be responded to within twenty-four (24) hours.

9. INVOICING & PAYMENT.

- 9.1. CONTRACTOR INVOICE. Contractor shall submit properly itemized invoices to Purchaser's designated invoicing contact for Goods delivered under this Contract. Such invoices shall itemize the following:

- (a) Contract No. 16722;
- (b) Contractor name, address, telephone number, and email address for billing issues (i.e., Contractor Customer Service Representative);
- (c) Contractor's Federal Tax Identification Number;
- (d) Date(s) of delivery;
- (e) Applicable Goods;
- (f) Invoice amount; and
- (g) Payment terms, including any available prompt payment discounts.

Contractor's invoices for payment shall reflect accurate Contract prices. Invoices will not be processed for payment until receipt of a complete invoice as specified herein.

- 9.2. PAYMENT. Payment is the sole responsibility of, and will be made by, the Purchaser. Purchaser's obligation to pay invoices is subject to receipt of a timely and accurate invoice and conforming Goods. Unless Contractor has provided a prompt payment discount set forth in *Exhibit A – Prices for Goods*, Purchaser's payment is due within thirty (30) calendar days of invoice. Purchaser retains the right of setoff for any amount due or owing to Purchaser. Purchaser may make payments electronically (e.g., ACH payments). Contractor shall provide information necessary to facilitate electronic payments. If Purchaser fails to make timely payment(s), Contractor may invoice Purchaser in the amount of one percent (1%) per month on the amount overdue or a minimum of \$1. Payment will not be considered late if a check or warrant is mailed within the time specified.
- 9.3. OVERPAYMENTS. Contractor promptly shall refund to Purchaser the full amount of any erroneous payment or overpayment. Such refunds shall occur within thirty (30) calendar days of written notice to Contractor; *Provided*, however, that Purchaser shall have the right to elect to have either direct payments or written credit memos issued. If Contractor fails to make timely refunds of overpayment(s) (either directly or by credit memo), Contractor shall pay Purchaser interest at the rate of one percent (1%) per month on the amount overdue thirty (30) calendar days after notice to Contractor.
- 9.4. ADVANCE PAYMENT PROHIBITED. Except as authorized by law, Contractor shall not request or receive advance payment for any Goods furnished by Contractor pursuant to this Contract.

- 9.5. NO ADDITIONAL CHARGES. Unless otherwise specified herein, Contractor shall not include or impose any additional charges including, but not limited to, charges for shipping, handling, insurance, or payment processing.
- 9.6. TAXES/FEES. Contractor promptly shall pay all applicable taxes on its operations and activities pertaining to this Contract. Failure to do so shall constitute breach of this Contract. Unless otherwise agreed, Purchaser shall pay applicable sales tax imposed by the State of Washington on purchased Goods. Contractor's invoices shall separately state (a) taxable and non-taxable charges and (b) sales/use tax due by jurisdiction. In regard to federal excise taxes, Contractor shall include federal excise taxes only if, after thirty (30) calendar days written notice to Purchaser, Purchase has not provided Contractor with a valid exemption certificate from such federal excise taxes.

10. CONTRACT MANAGEMENT.

- 10.1. CONTRACT ADMINISTRATION & NOTICES. Except for legal notices, the parties hereby designate the following contract administrators as the respective single points of contact for purposes of this Contract. Enterprise Services' contract administrator shall provide Contract oversight. Contractor's contract administrator shall be Contractor's principal contact for business activities under this Contract. The parties may change contract administrators by written notice as set forth below.

Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Attn: Kathy Paterson
 Washington Dept. of Enterprise Services
 PO Box 41411
 Olympia, WA 98504-1411
 Tel: (360) 407-2213
 Email: Descontractsteamfir@des.wa.gov

Contractor

Attn: Joseph Gurzenda
 Veritiv Operating Company
 1000 Abernathy Road NE
 Atlantic, GA 30328
 Tel: (717) 215-4249
 Email: joseph.gurzenda@veritivcorp.com

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

- 10.2. CONTRACTOR CUSTOMER SERVICE REPRESENTATIVE. Contractor shall designate a customer service representative (and inform Enterprise Services of the same) who shall be responsible for addressing Purchaser issues pertaining to this Contract. Upon request, Contractor Sale Representative will meet with purchasers in person as requested and at no charge.
- 10.3. LEGAL NOTICES. Any legal notices required or desired shall be in writing and delivered by U.S. certified mail, return receipt requested, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Contractor

Attn: Legal Services Manager
 Washington Dept. of Enterprise Services
 PO Box 41411
 Olympia, WA 98504-1411
 Email: greg.tolbert@des.wa.gov

Attn: Laurie Braun
 Veritiv Operating Company
 4501 Westport Drive
 Mechanicsburg, PA 17055
 Email: laurie.braun@veritivcorp.com

Notices shall be deemed effective upon the earlier of receipt when delivered, or, if mailed, upon return receipt, or, if emailed, upon transmission to the designated email address of said addressee.

11. CONTRACTOR SALES REPORTING; VENDOR MANAGEMENT FEE; & CONTRACTOR REPORTS.

11.1. CONTRACT SALES REPORTING. Contractor shall report total Contract sales quarterly to Enterprise Services, as set forth below.

- (a) Contract Sales Reporting System. Contractor shall report quarterly Contract sales in Enterprise Services’ Contract Sales Reporting System. Enterprise Services will provide Contractor with a login password and a vendor number. The password and vendor number will be provided to the Sales Reporting Representative(s) listed on Contractor’s Bidder Profile.
- (b) Data. Each sales report must identify every authorized Purchaser by name as it is known to Enterprise Services and its total combined sales amount invoiced during the reporting period (i.e., sales of an entire agency or political subdivision, not its individual subsections). The “Miscellaneous” option may be used only with prior approval by Enterprise Services. Upon request, Contractor shall provide contact information for all authorized Purchasers specified herein during the term of the Contract. If there are no Contract sales during the reporting period, Contractor must report zero sales.
- (c) Customer may request quarterly (1) transaction report to identify total spend, including environmentally preferred products spend by agency and division; (2) administrative reports to manage agency users, backorder status, ship to locations; (3) additional reporting may be required and will be mutually agreed between the Contractor and Customer.
- (d) Due dates for Contract Sales Reporting. Quarterly Contract Sales Reports must be submitted electronically by the following deadlines for all Contract sales invoiced during the applicable calendar quarter:

QUARTER	FOR SALES MADE IN CALENDAR QUARTER ENDING	CONTRACT SALES REPORT	
		DUE BY	PAST DUE
1	January 1 – March 31	April 30	May 1
2	April 1 – June 30	July 31	August 1
3	July 1 – September 30	October 31	November 1
4	October 1 – December 31	January 31	February 1

- 11.2. **VENDOR MANAGEMENT FEE.** Contractor shall pay to Enterprise Services a vendor management fee (“VMF”) of 1.25 percent on the purchase price for all Contract sales (the purchase price is the total invoice price less applicable sales tax).
- (a) The sum owed by Contractor to Enterprise Services as a result of the VMF is calculated as follows:
$$\text{Amount owed to Enterprise Services} = \text{Total Contract sales invoiced (not including sales tax)} \times .0125.$$
 - (b) The VMF must be rolled into Contractor’s current pricing. The VMF must not be shown as a separate line item on any invoice unless specifically requested and approved by Enterprise Services.
 - (c) Enterprise Services will invoice Contractor quarterly based on Contract sales reported by Contractor. Contractor is not to remit payment until Contractor receives an invoice from Enterprise Services. Contractor’s VMF payment to Enterprise Services must reference this Contract number, the year and quarter for which the VMF is being remitted, and Contractor’s name as set forth in this Contract, if not already included on the face of the check.
 - (d) Contractor’s failure to report accurate total net Contract sales, to submit a timely Contract sales report, or to remit timely payment of the VMF to Enterprise Services, may be cause for Enterprise Services to suspend Contractor or terminate this Contract or exercise remedies provided by law. Without limiting any other available remedies, the parties agree that Contractor’s failure to remit to Enterprise Services timely payment of the VMF shall obligate Contractor to pay to Enterprise Services, to offset the administrative and transaction costs incurred by the State to identify, process, and collect such sums, the sum of \$200.00 or twenty-five percent (25%) of the outstanding amount, whichever is greater, or the maximum allowed by law, if less.
 - (e) Enterprise Services reserves the right, upon thirty (30) calendar days advance written notice, to increase, reduce, or eliminate the VMF for subsequent purchases, and reserves the right to renegotiate Contract pricing with Contractor when any subsequent adjustment of the VMF might justify a change in pricing.
- 11.3. **ANNUAL CONTRACT SALES REPORT.** Contractor shall provide to Enterprise Services a detailed annual Contract sales report. Such report shall include, at a minimum: the Goods sold (including, as applicable, item number or other identifier), per unit quantities sold, items and volumes purchased by Purchaser, shipment/delivery locations by Purchaser, and Contract price. As part of the annual sales report, Contractor will identify products that are considered “environmentally preferred”. This will include products that have no intentionally added PFAS, Post-Consumer Recycled Content (and the percentage), and other metrics as needed. Additional reporting may be required due to law or policy. This report must be provided in an electronic format that can be read by Microsoft (MS) Excel. Such report is due within thirty (30) calendar days of the annual anniversary of the effective date of this Contract.
- 11.4. **Order Modification/Substitution.** Contractor must document and report to Enterprise Services no later than December 31st of each calendar year, the number of order modifications and/or substitutions made for each customer. Such report shall include, at a minimum, the

Customer name, initiator of modification/substitution (Customer or Contractor) and a brief description of the modification/substitution.

12. RECORDS RETENTION & AUDITS.

- 12.1. RECORDS RETENTION. Contractor shall maintain books, records, documents, and other evidence pertaining to this Contract and orders placed by Purchasers under it to the extent and in such detail as shall adequately reflect contract performance and administration of purchases, payments, taxes, and fees. Contractor shall retain such records for a period of six (6) years following expiration or termination of this Contract or final payment for any order placed by a Purchaser against this Contract, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.
- 12.2. AUDIT. Enterprise Services reserves the right to audit, or have a designated third-party audit, applicable records to ensure that Contractor properly has invoiced Purchasers and that Contractor has paid all applicable vendor management fees to Enterprise Services. Accordingly, Contractor shall permit Enterprise Services, any Purchaser, and any other duly authorized agent of a governmental agency, to audit, inspect, examine, copy and/or transcribe Contractor's books, documents, papers, and records directly pertinent to this Contract or Purchase Orders placed by a Purchaser under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. This right shall survive for a period of six (6) years following expiration or termination of this Contract or final payment for any order placed by a Purchaser against this Contract, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.
- 12.3. OVERPAYMENT OF PURCHASES OR UNDERPAYMENT OF FEES. Without limiting any other remedy available to any Purchaser, Contractor shall (a) reimburse Purchasers for any overpayments inconsistent with the terms of this Contract or Purchase Orders placed thereunder, at a rate of 125% of any such overpayments, found as a result of the examination of Contractor's records; and (b) reimburse Enterprise Services for any underpayment of vendor management fees, at a rate of 125% of such fees found as a result of the examination of Contractor's records (e.g., if Contractor underpays the Vendor Management Fee by \$500, Contractor would be required to pay to Enterprise Services $\$500 \times 1.25 = \625); *Provided*, however, that, in the event Contractor timely discovers and corrects any Purchaser overpayment or Contractor underpayment of vendor management fees and does so prior to the initiation of any audit, Contractor shall be entitled to reimburse Purchaser or pay to Enterprise Services the actual amount of such Purchaser overpayment or such underpayment of vendor management fees.

13. INSURANCE.

- 13.1. REQUIRED INSURANCE. Contractor, at its expense, shall maintain in full force and effect the insurance coverages set forth in *Exhibit B – Insurance Requirements*. All costs for insurance, including any payments of deductible amounts, shall be considered incidental to, and included in the prices for Goods and no additional payment shall be made to Contractor.
- 13.2. WORKERS COMPENSATION. Contractor shall comply with applicable workers compensation statutes and regulations (e.g., RCW Title 51, Industrial Insurance). If Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its

employees as may be required by law, Enterprise Services may terminate this Contract. This provision does not waive any of the Washington State Department of Labor and Industries (L&I) rights to collect from Contractor. If Contractor performs Services on Purchaser's behalf in the State of Washington, and only to the extent of claims against Contractor by Purchaser under the Indemnity obligations in this Contract, Contractor expressly waives any immunity it may be granted under the Washington State Industrial Insurance Act, Title 51 RCW. Contractor's indemnification obligation will not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefit acts. The parties expressly acknowledge and certify that the waiver of immunity under Title 51 RCW was mutually negotiated and agreed upon.

14. CLAIMS.

- 14.1. ASSUMPTION OF RISKS; CLAIMS BETWEEN THE PARTIES. Contractor assumes sole responsibility and all risks of personal injury or property damage to itself and its employees and agents in connection with its operations under this Contract. Enterprise Services has made no representations regarding any factor affecting Contractor's risks. Contractor shall pay for all damage to any Purchaser's property resulting directly or indirectly from Contractor's acts or omissions under this Contract, even if not attributable to negligence by Contractor or its agents.
- 14.2. THIRD-PARTY CLAIMS; GENERAL INDEMNITY. To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold Enterprise Services and any Purchaser and their employees and agents harmless from and against all claims, demands, judgments, assessments, damages, penalties, fines, costs, liabilities, or losses including, without limitation, sums paid in settlement of claims, attorneys' fees, consultant fees, and expert fees (collectively "Claims") arising out of Contractor's or its successors', agents', or subcontractors' negligence, other tortious fault, or intentional misconduct under this Contract; *Provided*, however, that no right to indemnity will exist as to that portion of a Claim resulting from the sole negligence, tortious fault, or intentional misconduct of Enterprise Services or Purchaser. The parties agree that if there are any limitations of Contractor's liability, including a limitation of liability clause for anyone for whom the Contractor is responsible, such limitations of liability shall not apply to injuries to persons (including death), damages to property, data breach, and/or intellectual property infringement. Contractor shall take all steps needed to keep Purchaser's property free of liens arising from Contractor's activities, and promptly obtain or bond the release of any such liens that may be filed.
- 14.3. INTELLECTUAL PROPERTY INDEMNITY. To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold Enterprise Services and any Purchaser and their employees and agents harmless from against any and all Claims resulting from allegations of infringement of any patents, copyrights, trade secret, or similar intellectual property rights covering the Goods provided, or the use of the Goods under this Contract. If Purchaser's use of Goods provided by Contractor is enjoined based on an intellectual property infringement Claim, Contractor shall, at its own expense, either procure for Purchaser the right to continue using the Goods or, after consulting with Purchaser and obtaining Purchaser's consent, replace or modify the Goods with substantially similar and functionally equivalent non-infringing Goods.

15. DISPUTE RESOLUTION. The parties shall cooperate to resolve any dispute pertaining to this Contract efficiently, as timely as practicable, and at the lowest possible level with authority to resolve such

dispute. If, however, a dispute persists and cannot be resolved, it may be escalated within each organization. In such situation, upon notice by either party, each party, within five (5) business days shall reduce its description of the dispute to writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event that the parties cannot then agree on a resolution of the dispute, the parties shall schedule a conference between the respective senior managers of each organization to attempt to resolve the dispute. In the event the parties cannot agree, either party may resort to court to resolve the dispute.

16. TERMINATION; EXPIRATION; SUSPENSION; & REMEDIES.

- 16.1. **TERMINATION.** This Contract may be terminated: (a) upon the mutual written agreement of the parties; (b) by the non-breaching party where the breach is not cured within thirty (30) calendar days after written notice of breach is delivered to the breaching party unless a different time for cure is otherwise stated in this Contract; and (c) as otherwise expressly provided for in this Contract. This Contract shall terminate automatically and without further action if a party becomes insolvent or is placed in receivership, reorganization, liquidation, or bankruptcy. In addition to any other available remedies, the non-breaching party may terminate this Contract as provided in subsection (b) above without further liability by written notice to the breaching party. A termination for breach will not affect rights or obligations accrued or owed before the effective date of the termination notice.
- 16.2. **TERMINATION FOR NONAPPROPRIATION OR REDUCTION OF FUNDS OR CHANGES IN LAW.** Enterprise Services may suspend or terminate this Contract and Purchasers may suspend or terminate applicable Purchase Orders, in whole or in part, at the sole discretion of Enterprise Services or, as applicable, Purchaser, if Enterprise Services or, as applicable, Purchaser reasonably determines that: (a) a change in Federal or State legislation or applicable laws materially affects the ability of either party to perform under the terms of this Contract or applicable Purchase Order; or (b) that a change in available funds affects Purchaser's ability to pay under the applicable Purchase Order. A change of available funds as used in this section includes but is not limited to a change in Federal or State funding, whether as a result of a legislative act or by order of the President or the Governor. If a written notice is delivered under this provision, Purchaser will reimburse Contractor for Goods properly ordered and/or Services properly performed until the effective date of said notice. Except as stated in this provision, in the event of termination for nonappropriation or reduction of funds or changes in law, Purchaser will have no obligation or liability to Contractor.
- 16.3. **TERMINATION FOR PUBLIC CONVENIENCE.** Enterprise Services, for public convenience, may terminate this Contract; *Provided*, however, that such termination for public convenience must, in Enterprise Services' judgment, be in the best interest of the State of Washington; and *Provided further*, that such termination for public convenience shall only be effective upon sixty (60) calendar days prior written notice; and *Provided further*, that such termination for public convenience shall not relieve any Purchaser from payment for Goods already ordered as of the effective date of such notice. Except as stated in this provision, in the event of such termination for public convenience, neither Enterprise Services nor any Purchaser shall have any obligation or liability to Contractor.
- 16.4. **PURCHASER OBLIGATIONS – EXPIRATION.** Upon expiration of this Contract, Purchaser shall accept and take delivery of all outstanding and not yet fulfilled Purchase Orders and pay Contractor the price as set out in the S Contract. Notwithstanding any provision to the contrary, in no event shall a Purchaser's Purchase Order pursuant to this Contract that is executed prior to

expiration of this Contract allow for Contractor to provide Goods more than twelve (12) months beyond the expiration date of the Contract.

- 16.5. CONTRACTOR OBLIGATIONS – EXPIRATION OR TERMINATION. Upon expiration or termination of this Contract, Contractor shall: (a) continue to fulfill its warranty obligations with respect to any Goods sold hereunder and all provisions of the Contract that, by their nature, would continue beyond the expiration, termination, or cancellation of the Contract shall so continue and survive; and (b) promptly return to Purchaser all keys, badges, and other materials supplied by Purchaser for the performance of any Purchase Order entered into pursuant to this Contract.
- 16.6. DEFAULT. Any of the following events shall constitute cause for Enterprise Services to declare Contractor in default of this Contract:
- (a) Contractor fails to perform or comply with any of the terms or conditions of this Contract;
 - (b) Contractor fails to timely report contract sales;
 - (c) Contractor fails to timely pay the vendor management fees when due; or
 - (d) Contractor breaches any representation or warranty provided herein.
- 16.7. SUSPENSION & TERMINATION FOR DEFAULT. Enterprise Services may suspend Contractor's operations under this Contract immediately by written cure notice of any default. Suspension shall continue until the default is remedied to Enterprise Services' reasonable satisfaction; *Provided*, however, that, if after thirty (30) calendar days from such a suspension notice, Contractor remains in default, Enterprise Services may terminate Contractor's rights under this Contract. All of Contractor's obligations to Enterprise Services and Purchasers survive termination of Contractor's rights under this Contract, until such obligations have been fulfilled.
- 16.8. REMEDIES FOR DEFAULT.
- (a) Enterprise Services' rights to suspend and terminate Contractor's rights under this Contract are in addition to all other available remedies.
 - (b) In the event of termination for default, Enterprise Services may exercise any remedy provided by law including, without limitation, the right to procure for all Purchasers replacement Goods. In such event, Contractor shall be liable to Enterprise Services for damages as authorized by law including, but not limited to, any price difference between the Contract price and the replacement or cover price as well as any administrative and/or transaction costs directly related to such replacement procurement – e.g., the cost of the competitive procurement.
- 16.9. LIMITATION ON DAMAGES. Notwithstanding any provision to the contrary, the parties agree that in no event shall any party or Purchaser be liable to the other for exemplary or punitive damages; *Provided*, however, that nothing contained in this Section will in any way exclude or limit: (a) a party's liability for all damages arising out of that party's intentional acts or omissions; (b) the operation of any Goods or Services warranty provided in this Contract; or (c) damages subject to the Intellectual Property Indemnity section of this Contract. Any limitation of either party's obligations under this Contract, by delivery slips or other documentation is void.

- 16.10. **SUSPENSION/TERMINATION PROCEDURE.** Regardless of basis, in the event of suspension or termination (in full or in part), the parties shall cooperate to ensure an orderly and efficient suspension or termination. Accordingly, Contractor shall deliver to Purchasers all Goods that are complete (or with approval from Enterprise Services, substantially complete) and Purchasers shall inspect, accept, and pay for the same in accordance with this Contract and the applicable Purchase Order. Unless directed by Enterprise Services to the contrary, Contractor shall not process any orders after notice of suspension or termination inconsistent therewith.

PURCHASER PURCHASE ORDERS. Purchaser Orders may be terminated: (a) upon the mutual written agreement of the parties; (b) by the non-breaching party where the breach is not cured within thirty (30) calendar days after written notice of breach is delivered to the breaching party unless a different time for cure is otherwise stated in the applicable Purchase Order; and (c) as otherwise expressly provided for in the applicable Purchase Order. Purchase Orders shall terminate automatically and without further action if a party becomes insolvent or is placed in receivership, reorganization, liquidation, or bankruptcy. In addition to any other available remedies, the non-breaching party may terminate the Purchase Order as provided in subsection (b) above without further liability by written notice to the breaching party. A termination for breach will not affect rights or obligations accrued or owed before the effective date of the termination notice.

17. PUBLIC INFORMATION & PUBLIC RECORDS DISCLOSURE REQUESTS.

- 17.1. **WASHINGTON'S PUBLIC RECORDS ACT.** Unless statutorily exempt from public disclosure, this Contract and all related records are subject to public disclosure as required by Washington's Public Records Act, RCW 42.56.
- 17.2. **CONTRACTOR OBLIGATION.** Contractor shall identify and mark the precise portion(s) of the relevant page(s) of any records provided to Enterprise Services that Contractor believes are statutorily exempt from disclosure and identify the precise statutory basis for exemption from disclosure. In addition, if, in Contractor's judgment, certain portions of such records are not statutorily exempt from disclosure but are sensitive because particular portions of Contractor's records (NOT including pricing) include highly confidential, proprietary, or trade secret information (or the equivalent) that Contractor protects through the regular use of confidentiality or similar agreements and routine enforcements through court enforcement actions, Contractor shall identify and mark the precise portion(s) of the relevant page(s) of any records that include such sensitive information.
- 17.3. **ENTERPRISE SERVICES' OBLIGATION.** In the event that Enterprise Services receives a public records disclosure request pertaining to records that Contractor has submitted and marked either as (a) statutorily exempt from disclosure; or (b) sensitive, Enterprise Services, prior to disclosure, will do the following: Enterprise Services' Public Records Officer will review any records marked by Contractor as statutorily exempt from disclosure. In those situations, where the designation comports with the stated statutory exemption from disclosure, Enterprise Services will redact or withhold the record(s) as appropriate. For records marked 'sensitive' or for records where Enterprise Services determines that no statutory exemption to disclosure applies or is unable to determine whether the stated statutory exemption to disclosure properly applies, Enterprise Services will notify Contractor, at the address provided in the Contract, of the public records disclosure request and identify the date that Enterprise Services intends to release the record(s) (including records marked 'sensitive' or exempt from

disclosure) to the requester unless Contractor, at Contractor's sole expense, timely obtains a court order enjoining Enterprise Services from such disclosure. In the event Contractor fails to timely file a motion for a court order enjoining such disclosure, Enterprise Services will release the requested record(s) on the date specified. Contractor's failure properly to identify exempted or sensitive information or timely respond after notice of request for public disclosure has been given shall be deemed a waiver by Contractor of any claim that such records are exempt or protected from public disclosure.

18. GENERAL PROVISIONS.

- 18.1. **TIME IS OF THE ESSENCE.** Time is of the essence for each and every provision of this Contract.
- 18.2. **COMPLIANCE WITH LAW.** Contractor shall comply with all applicable law. Contractor shall obtain all necessary permits and approvals and give all stipulations, certifications, and representations that may be required for it to perform this Contract.
- 18.3. **ENTIRE AGREEMENT.** This Contract constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- 18.4. **AMENDMENT OR MODIFICATION.** Except as set forth herein, this Contract may not be amended or modified except in writing and signed by a duly authorized representative of each party.
- 18.5. **AUTHORITY.** Each party to this Contract, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Contract and that its execution, delivery, and performance of this Contract has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- 18.6. **NO AGENCY.** The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Contract. Neither party is an agent of the other party nor authorized to obligate it.
- 18.7. **INDEPENDENT CONTRACTOR.** The parties intend that an independent contractor relationship is created by this Contract. Contractor and its employees or agents performing under this Contract are not employees or agents of Enterprise Services. Contractor shall not have authorization, express or implied, to bind Enterprise Services to any agreement, liability, or understanding, except as expressly set forth herein. Contractor and its employees and agents are not entitled to unemployment insurance or worker's compensation benefits through Enterprise Services or the State of Washington and Enterprise Services and the State of Washington will not pay for or otherwise provide such coverage for Contractor and its employees and agents.
- 18.8. **ASSIGNMENT.** Contractor may not assign its rights under this Contract without Enterprise Services' prior written consent and Enterprise Services may consider any attempted assignment without such consent to be void; *Provided*, however, that, if Contractor (a) provides written notice to Enterprise Services within thirty (30) calendar days of such event and (b) timely executes Enterprise Services' Assignment, Assumption, and Consent Agreement, Contractor may assign its rights under this Contract in full to any parent, subsidiary, or affiliate of Contractor that controls or is controlled by or under common control with Contractor, is merged or consolidated with Contractor, or purchases a majority or

controlling interest in the ownership or assets of Contractor. Unless otherwise agreed, Contractor guarantees prompt performance of all obligations under this Contract notwithstanding any prior assignment of its rights.

- 18.9. **BINDING EFFECT; SUCCESSORS & ASSIGNS.** This Contract shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
- 18.10. **ASSIGNMENT OF ANTITRUST RIGHTS REGARDING PURCHASED GOODS.** Contractor irrevocably assigns to Enterprise Services, on behalf of the State of Washington, any claim for relief or cause of action which Contractor now has or which may accrue to Contractor in the future by reason of any violation of state or federal antitrust laws in connection with any Goods provided in Washington for the purpose of carrying out Contractor's obligations under this Contract, including, at Enterprise Services' option, the right to control any such litigation on such claim for relief or cause of action.
- 18.11. **FEDERAL FUNDS.** To the extent that any Purchaser uses federal funds to purchase Goods pursuant to this Contract, such Purchaser shall specify, with its Purchase Order, any applicable requirement or certification that must be satisfied by Contractor at the time the Purchase Order is placed or upon delivery of such Goods to Purchaser.
- 18.12. **SEVERABILITY.** If any provision of this Contract is held to be invalid or unenforceable, such provision shall not affect or invalidate the remainder of this Contract, and to this end the provisions of this Contract are declared to be severable. If such invalidity becomes known or apparent to the parties, the parties agree to negotiate promptly in good faith in an attempt to amend such provision as nearly as possible to be consistent with the intent of this Contract.
- 18.13. **WAIVER.** Failure of either party to insist upon the strict performance of any of the terms and conditions hereof, or failure to exercise any rights or remedies provided herein or by law, or to notify the other party in the event of breach, shall not release the other party of any of its obligations under this Contract, nor shall any purported oral modification or rescission of this Contract by either party operate as a waiver of any of the terms hereof. No waiver by either party of any breach, default, or violation of any term, warranty, representation, contract, covenant, right, condition, or provision hereof shall constitute waiver of any subsequent breach, default, or violation of the same or other term, warranty, representation, contract, covenant, right, condition, or provision.
- 18.14. **SURVIVAL.** All representations, warranties, covenants, agreements, and indemnities set forth in or otherwise made pursuant to this Contract shall survive and remain in effect following the expiration or termination of this Contract, *Provided*, however, that nothing herein is intended to extend the survival beyond any applicable statute of limitations periods.
- 18.15. **GOVERNING LAW.** The validity, construction, performance, and enforcement of this Contract shall be governed by and construed in accordance with the laws of the State of Washington, without regard to any choice of law principles that would provide for the application of the laws of another jurisdiction.
- 18.16. **JURISDICTION & VENUE.** In the event that any action is brought to enforce any provision of this Contract, the parties agree to exclusive jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- 18.17. **ATTORNEYS' FEES.** In the event of litigation or other action brought to enforce this Contract, each party shall bear its own attorneys' fees and costs.

- 18.18. FAIR CONSTRUCTION & INTERPRETATION. The provisions of this Contract shall be construed as a whole according to their common meaning and not strictly for or against any party and consistent with the provisions contained herein in order to achieve the objectives and purposes of this Contract. Each party hereto and its counsel has reviewed and revised this Contract and agrees that the normal rules of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be construed in the interpretation of this Contract. Each term and provision of this Contract to be performed by either party shall be construed to be both a covenant and a condition.
- 18.19. FURTHER ASSURANCES. In addition to the actions specifically mentioned in this Contract, the parties shall each do whatever may reasonably be necessary to accomplish the transactions contemplated in this Contract including, without limitation, executing any additional documents reasonably necessary to effectuate the provisions and purposes of this Contract.
- 18.20. EXHIBITS. All exhibits referred to herein are deemed to be incorporated in this Contract in their entirety.
- 18.21. CAPTIONS & HEADINGS. The captions and headings in this Contract are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Contract nor the meaning of any provisions hereof.
- 18.22. ELECTRONIC SIGNATURES. An electronic signature or electronic record of this Contract or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Contract or such other ancillary agreement for all purposes.
- 18.23. COUNTERPARTS. This Contract may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Contract at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Contract.

EXECUTED as of the date and year first above written.

STATE OF WASHINGTON
Department of Enterprise Services

By: *Nick Ioanna*
 Nicholas Ioanna
 Its: Procurement Supervisor

VERITIV OPERATING COMPANY,
a Delaware Corporation

By: *Mark Diani*
 Mark Diani
 Its: Senior Director-Business Development

Food Service Disposables Price Sheet

Item No.	Size	Manufacturer	Item Description	Contractor Product Number	UOM	UOM Qty	Contract Price	Post-Consumer Recycle Content %	BPI	No Intentionally added PFAS
CUPS AND LIDS-PAPER										
1	3/4 OZ	Dart	075-2050 3/4oz paper pleated souffle cup, PFAS Free,5000/cs	10029845	Case	5000	\$ 67.92		X	X
2	1 OZ	Genpak	F100S Portion Cup 1 ounce, PFAS Free, Paper Pleated Squat White 5000/cs	10820879	Case	5000	\$ 63.14			X
3	2 OZ	Genpak	F200 Portion Cup 2 ounce PFAS Free Paper Pleated White 250/PK 5000/cs	10101820	Case	5000	\$ 85.19			X
4	3.5 OZ	Genpak	W450F Cup 2 3/8X2 1/4 3 1/2 ounce PFAS Free Paper Pleated White 100/pk 2500/cs	10155342	Case	2500	\$ 74.36			X
5	12 OZ	RJ Schinner	C12 12 oz Paper Cold Cup, Bella Print, 20/100	20082992	Case	2000	\$ 124.26			
6	16 OZ	RJ Schinner	C16 16 oz Paper Cold Cups, Bella Print, 20/50	20083058	Case	1000	\$ 88.94			
7	20 OZ	RJ Schinner	C20 20 oz Paper Cold Cups, Bella Print, 20/50	20083060	Case	1000	\$ 114.88			
8	12-20 OZ	RJ Schinner	L1222 Flat Cup Slotted Lid, fits 12oz-20oz 10/100	20083062	Case	1000	\$ 40.79			
9	8 OZ	Spring Grove	V01885 Cup 8 ounce Spring Grove Paper Hot White 50/sl 1000/cs	10842143	Case	1000	\$ 32.73			X
10	8 OZ	Spring Grove	V01896, 8 oz Dome Lid, Sip Thru White, 50/sl 1000/cs	10842930	Case	1000	\$ 20.62			X
11	12 OZ	Spring Grove	V01887 Cup 12 ounce Spring Grove Paper Hot White 50/sl 1000/cs	10842147	Case	1000	\$ 46.15			X
12	16 OZ	Spring Grove	V01888 Cup 16 ounce Spring Grove Paper Hot White 50/sl 1000/cs	10842149	Case	1000	\$ 53.87			X
13	20 OZ	Spring Grove	V01889 Cup 20 ounce Spring Grove Paper Hot White 50/sl 600/cs	10983720	Case	600	\$ 38.19			X
14	10-20 OZ	Spring Grove	V01895 Lid Spring Grove Polys Dome Fits PPR 10-20oz Hot cup, Sip Thru White 50/sl 1000/cs	10842929	Case	1000	\$ 23.88			X
CUPS AND LIDS-PLASTIC										
15	12 OZ	R3 Bunzl	ECOCC12-RP Cold Cup 100% PC PETE 12 oz Clear	20083127	Case	1000	\$ 88.12			
16	16 OZ	R3 Bunzl	ECOCC16-RP Cold Cup 100% PC PETE 16 oz Clear	20083129	Case	1000	\$ 98.40			
17	20 OZ	R3 Bunzl	ECOCC20-RP Cold Cup 100% PC PETE 20 oz Clear	20083130	Case	600	\$ 76.36			
18	12-24 OZ	R3 Bunzl	ECOCSLID-PET Straw Slot Lid Clear 12-24oz	20083132	Case	1000	\$ 52.01			
19	1 OZ	Spring Grove	V01934 1oz PP Clear Portion Cup, 2500/cs	10843331	Case	2500	\$ 15.46			X
20	1 OZ	Spring Grove	V01947 Portion Cup lid, 2500/cs	10843427	Case	2500	\$ 12.63			X
21	2 OZ	Spring Grove	V01936 2oz PP Clear Portion Cup, 2500/cs	10843336	Case	2500	\$ 19.60			X
22	2 OZ	Spring Grove	V01945 Portion Cup Lid, 2500/cs	10843418	Case	2500	\$ 19.76			X
23	4 OZ	Spring Grove	V01938 4oz PP Clear Portion Cup, 2500/cs	10843341	Case	2500	\$ 35.62			X
24	4 OZ	Spring Grove	V01946 Portion Cup Lid, 2500/cs	10843424	Case	2500	\$ 26.04			X
25	9 OZ	Spring Grove	V04496 9 oz PP Opaque Cup, 2500/cs	11071076	Case	2500	\$ 39.22			X
26	12 OZ	Spring Grove	V04500 12oz PP Clear Cup, 1000/cs	11073932	Case	1000	\$ 35.33			X

27	16 OZ	Spring Grove	V04499 16oz PP Clear Cup, 1000/cs	11071080	Case	1000	\$ 45.28			X
28	20 OZ	Spring Grove	V04497 20oz PP Clear Cup, 600/cs	11071078	Case	600	\$ 31.09			X
29	12-24 OZ	R3 Bunzl	ECOCLID-PET Straw Slot Lid Clear 12-24oz <i>This lid will fit the 12-20 OZ Spring Grove Clear Cups</i>	20083132	Case	1000	\$ 52.01			
PLATES										
30	9"	Dinex	High Heat 3-Compartment Disposable Plate 9" (500/cs) - Black, DXHHPL93C03	20082937	Case	500	\$ 168.67			
31	7.75"	Dinex	Entree (one compartment) Disposable Plastic Dishware 7-3/4" (500/cs) - Black, DXHH1003	20082943	Case	500	\$ 174.99			
32	12 OZ	Dinex	Rectangular Entree (one Compartment) 12 oz. (1000/cs) - White, DXHH8	20082945	Case	1000	\$ 263.04			
33	6"	Empress	E30200 Uncoated Paper Plate 6" White, 1000/cs, PFAS Free	20075140	Case	1000	\$ 23.74			X
34	9"	Empress	E30400 Uncoated Paper Plate 9" White, PFAS Free	20075151	Case	1000	\$ 33.10			X
35	10"	Empress	EPL-11-PF Heavyweight 10" Bagasse 3-compt plate, 500/cs, PFAS Free	20078123	Case	500	\$ 62.10			X
BOWLS-PAPER										
36	12 OZ	R3 Bunzl	ECOB12N-SC Bagasse 12oz Bowl, Natural	20083082	Case	1000	\$ 64.00		X	X
37	16 OZ	R3 Bunzl	ECOB16N-SC Bagasse 16oz Bowl, Natural	20083083	Case	1000	\$ 95.27		X	X
BOWLS-PLASTIC										
38	6 OZ	Dinex	Side Dish 6 oz. (2000/cs) - White, DXHH1	20082940	Case	2000	\$ 289.09			
39	8 OZ	Dinex	Rectangular Soup Bowl 8 oz. (1000/cs) - White, DXHH20	20082947	Case	1000	\$ 188.18			
40	8 OZ	Dinex	Rectangular Soup Bowl Lid (1000/cs) - Natural, DXHH30	20082948	Case	1000	\$ 161.64			
41	18 OZ	Innopak	PLA-SB16 PLA 16 oz Clear Plastic Salad Bowl, 450/cs	20060160	Case	450	\$ 77.74			
42	18 OZ	Innopak	PLA-SBL-16 PLA Clear Lid for 16 oz Salad Bowl, 450/cs	20082923	Case	450	\$ 61.88			
43	24 OZ	Innopak	PLA-SB24 PLA 24 oz Salad Bowl, 300/cs	10788233	Case	300	\$ 75.99			
44	24 OZ	Innopak	PLA-SBL PLA Clear Lid for 24 oz Salad Bowl, 300/cs	10788207	Case	300	\$ 62.18			
CUTLERY										
45	5"	R3 Bunzl	ES5-2500 Ecospoon Tasting Paper 5" White	20083085	Case	2500	\$ 88.17			
46	6"	Spring Grove	V01790 Spork 5.43" PFAS Free, Med Weight Polypro Unwrapped White Bulk, 1000/cs	10836809	Case	1000	\$ 5.87			X
47	6"	Spring Grove	V01787 Fork 5.94 inch 2.5GR PFAS Free, Polypro Med Weight Unwrap Wh Bulk 1000/cs	10836800	Case	1000	\$ 5.87			X
48	6"	Spring Grove	V01788 Teaspoon 5.63 inch 2.5GR PFAS Free, Polypro Med WT Unwrap Wh Bulk 1000/cs	10836805	Case	1000	\$ 5.87			X
49	6"	Spring Grove	V01786 Knife 6.5 inch 2.5GR PFAS Free, Polypro Med Weight Unwrap Wh Bulk 1000/cs	10836791	Case	1000	\$ 5.87			X
50	6.5"	Spring Grove	V01802 Fork 7.28" PFAS Free, Heavy Weight, Unwrapped White, 1000/cs	10836918	Case	1000	\$ 12.92			X
51	6.5"	Spring Grove	V01803 Teaspoon 6.3" PFAS Free, Heavy Weight Polypro Unwrapped White Bulk, 1000/cs	10836920	Case	1000	\$ 12.92			X
52	6.5"	Spring Grove	V01801 Knife 7.4" PFAS Free, Heavy Weight Polypro Unwrapped White Bulk, 1000/cs	10836869	Case	1000	\$ 12.92			X
53	6"	Spring Grove	V01789 Soup Spoon 5.5 inch 2.5GR PFAS Free, Polypro Med Weight Unwrap White Bulk 1000/cs	10836808	Case	1000	\$ 5.87			X

CONTAINERS-PAPER										
54	8x8x3"	Better Earth	BE-FC88-CL 8x8x3 Compostable Hinged Container	20082214	Case	200	\$ 58.14		X	X
55	9x9x3"	Better Earth	BE-FC99-CL 9x9x3 Compostable Hinged Container	20082927	Case	200	\$ 67.76		X	X
56	9x9x3"	Better Earth	BE-FC99-3CL 9x9x3 3compt Compostable Hinged Container	20082928	Case	200	\$ 67.76		X	X
57	8 OZ	Better Earth	BE-SC8SPLA 8oz Squat Compostable Soup Cup White	20082930	Case	500	\$ 67.76		X	X
58	12 OZ	Better Earth	BE-SC12PLA 12 oz Compostable Soup Cup White	10822280	Case	500	\$ 71.92		X	X
59	16 OZ	Better Earth	BE-SC16PLA 16 oz Compostable Soup Cup White	10822299	Case	500	\$ 80.77		X	X
60	32 OZ	Better Earth	BE-SC32PLA 32 oz Compostable Soup Cup White	10822311	Case	500	\$ 107.18		X	X
61	8-16 OZ	Better Earth	BE-FL115CPLA Compostable Vented Lid White fits 8-16oz cups	10821680	Case	1000	\$ 134.87		X	X
CONTAINERS-PLASTIC										
62	8 13/16 x 4 7/8 x 3 3/16	Inline Plastics	VPP781 Hoagie Container PET, 8 13/16 x 4 7/8 x 3 3/16 Clear, 300 per case	10627827	Case	300	\$ 73.97	20%		
63	8 7/8 x 5 5/16 x 3 3/8	Inline Plastics	SLP35 Hinged Container PET 56-OZ, 8 7/8 x 5 5/16 x 3 3/8 Clear	10627458	Case	500	\$ 223.85	20%		
64	5 1/4 x 5 5/8 x 3 1/8	Inline Plastics	SLP20D Hinged Container PETE 29-OZ, 5 1/4 x 5 5/8 x 3 1/8 Clear	10662242	Case	500	\$ 135.71	20%		
65	5.75x6x3"	Pactiv	YCI811600000 Container 6 inch Clearview Smartlock Plast w/Hinged Lid Clr 4/125pk/cs	10025745	Case	500	\$ 99.96			
66	8 1/4 x 8 1/4 x 3"	Pactiv	YCI811200000 Container 8 1/4X8 1/4X3 Pactiv Smartlock Hinged 1-Cmpt Med	10509564	Case	200	\$ 118.71			
67	8.20 x 8.344 x 2.90"	Pactiv	YCI811230000, Container, 8" Med Hinged 3 Comp, 200	10597974	Case	200	\$ 110.06			
68	12 OZ	R3 Bunzl	12 oz Plastic Deli Containers PP, Clear	20083009	Case	500	\$ 72.67			
69	8-32 OZ	R3 Bunzl	75002445 Clear Deli Cup Lids PP Fits 8-32oz Cups	10510835	Case	500	\$ 43.31			
70	16 OZ	Spring Grove	V01950 Deli container 16OZ PP Clear 500/cs	10843481	Case	500	\$ 27.03			X
71	8-32 OZ	Spring Grove	V01953 Lid PP Flat Fits 8-32OZ Containers Clear 500/cs	10843709	Case	500	\$ 15.77			X
72	24 OZ	R3 Bunzl	24 oz Deli Container, Plastic, Clear PP, 500/cs	10516260	Case	500	\$ 120.95			
73	32 OZ	RJ Schinner	EHDC32C, Empress 32 oz Container, Deli Clear Combo Pack	20083066	Case	240	\$ 41.97			X
74	64 OZ	R3 Bunzl	34780086 Deli Container 64 ounce AD64 Hinged APET Clear 200/cs	10616548	Case	500	\$ 149.85	30%		
CONTAINERS-ALUMINUM										
75	7 OZ	Pactiv	Y40525 Pan 7 ounce PACTIV Aluminum Round Pot Pie Casserole 750/cs	10518500	Case	750	\$ 164.82			
76	2.25lb	Western Plastics	#588-L250 2.25# Oblong Foil Container with Board Lid 250/cs	10942050	Case	250	\$ 72.85			
77	4 lb	Western Plastics	5902, #4 lb Oblong (66-OZ) to go alum-pan, 250 case	10808688	Case	250	\$ 98.53			
NAPKINS										
78	15x17"	Essity	N5181A Dinner Napkin 15X17 1PLY 1/8-fold SCA Tork Universal White 12PKS/250	10405986	Case	3000	\$ 43.50	40%	X	
79	15x16 1/4"	Essity	NP310A Dinner Napkin 15X16 1/4 2 PLY 1/8-fold SCA Tork Advanced White, 3000/cs	10384462	Case	3000	\$ 59.92	40%	X	
80	15x16.8	Georgia Pacific	31437 15x16.8" Brown 1/8 fold 2ply Dinner Napkin	10494852	Case	3000	\$ 96.41	30%		
81	6 1/2 x 5"	Georgia Pacific	32006 6 1/2x5 Ultra Disp 2ply white Napkin, 6000/cs	10836284	Case	6000	\$ 73.21	50%		
82	6 1/2 x 9.85"	Georgia Pacific	32019 6.5x9.85 Brown 2ply Interfold Disp Napkin	10836287	Case	6000	\$ 71.54	50%		
83	13x8 1/2"	Essity	908EX, 13x8-1/2 Natural Interfold, 6000/cs	10729994	Case	6000	\$ 67.04	40%		
WRAPS/LINERS										
84	12"x500'	Western Plastics	226 Foil, 12x500', Heavy Duty, 1R	10399055	Roll	1	\$ 24.19			
85	18"x500'	Western Plastics	297 Foil, 18x500', Heavy Duty, 1R	10404406	Roll	1	\$ 34.38	50%		
86	12"x2000'	Western Plastics	122 Film, 12X2000FT with Cutter Box	10117675	Roll	1	\$ 13.95			

87	18"x2000'	Western Plastics	182 Film 18X2000FT PVC Food Cutter Box Clear 1/bx	10152408	Roll	1	\$ 19.00			
88	24"x2000'	Western Plastics	142 Film 24X2000FT PVC Food Cutter Box Clear 1/bx	10173713	Roll	1	\$ 27.49			
89	12.2"x16.38"	GP Dixie	HS1000 12.2x16.38 White Pan Liner Sheets, 1000/cs	10056426	Case	1000	\$ 71.15			
90	16 3/8 x 24 3/8"	Prime Source	75003991 Pan Liner 16 3/8X24 3/8 Prime Source Baking 25QPL P/S 1000/cs	10582336	Case	1000	\$ 56.36			
91	16 3/8 x 24 3/8"	Georgia Pacific	15002485 LO10U Dixie Ecosmart Pan Liner 16 3/8 x 24 3/8 Brown	20082957	Case	1000	\$ 74.32			
92	12x12"	Durable Pkg	F1212 Dry Wax Flat Sheets, 5 inner packs of 1,000 (5,000 cs)	20051957	Case	5000	\$ 150.63			X
93	24"x1100'	Bagcraft	EKBW05002460038 Butcher Paper 24 inch 50# Pac Paper Snow White 1R	10096149	Roll	1	\$ 50.00			X
94	36"x1000'	CSM Paper & Film	BP40361000 Butcher Paper 36X1000FT 40# White 1R	10948508	Roll	1	\$ 80.35			X
95	18"x1275'	Bagcraft	Wrapping Paper 40# Natural Kraft 18"x1275'	10068562	Roll	1	\$ 23.67			X
96	36"x1275'	Bagcraft	Wrapping Paper 40# Natural Kraft 36" X 1275'	10069756	Roll	1	\$ 48.21			X
97	6x6"	Georgia Pacific	801200 6x6 Deli Patty Paper White, 10000/cs	10056407	Case	1	\$ 98.91			X
BAGS-PLASTIC										
98	6x4"	Elkay Packaging	6" X 4" 2 Mil Clear Seal Top Snack Size, F20604	10024177	Case	1000	\$ 12.31			
99	6x6"	Elkay Packaging	6" X 6" Clear Seal Top Sandwich Bag, H07RC	10120501	Case	1000	\$ 15.03			
100	7x8"	Elkay Packaging	7 x 8 2 Mil Clear Seal Top Bag Mil, F20708	10024185	Case	1000	\$ 25.01			
101	10x12"	Elkay Packaging	10 x 12 2 Mil Clear Seal Top Bag, F21012	10024248	Case	1000	\$ 52.06			
102	5x4x18"	Elkay Packaging	5 x 4.5 x 18 Gusset Bag, 7G054518	10114303	Case	1000	\$ 25.74			
103	5 1/2 x 4 3/4 x 19"	Elkay Packaging	5 1/2 x 4 3/4 x 19 Side Gusset Bag, 10G-055419	10024165	Case	1000	\$ 31.13			
104	3x4"	Elkay Packaging	3 x 4 4 mil Clear Seal Top Bag, F40304	10024151	Case	1000	\$ 12.95			
105	3x5"	Elkay Packaging	3 x 5 4 Mil Clear Seal Top Bag, F40305	10024153	Case	1000	\$ 12.72			
106	6x4"	Elkay Packaging	6 x 4 4 Mil Clear Seal Top Bag, F40604	10024178	Case	1000	\$ 25.42			
107	5x8"	Elkay Packaging	5 x 8 4 Mil Clear Seal Top Bag, F40508	10024169	Case	1000	\$ 36.33			
108	6x6"	Elkay Packaging	6 x 6 4 Mil Clear Seal Top Bag, F40606	10024180	Case	1000	\$ 33.21			
109	10x10"	Elkay Packaging	10 x 10 4 Mil Clear Seal Top Bag, F41010	10024247	Case	1000	\$ 75.72			
110	9x12"	Elkay Packaging	9 x 12 4 Mil Clear Seal Top Bag, F40912	10024245	Case	1000	\$ 88.91			
111	10x13"	Elkay Packaging	10 x 13 4 Mil Clear Seal Top Bag, F41013	10150444	Case	500	\$ 55.63			
112	13x18"	Elkay Packaging	13 x 18 4 mil Clear Seal Top Bag, F41318K	10024260	Case	500	\$ 92.58			
113	3x5"	Elkay Packaging	3"X5" 2mil LDPE Flat Bag, 20F-0305	10022892	Case	5000	\$ 29.15			
114	4x6"	Elkay Packaging	4 x 6 2 Mil Seal Top Bag, F20406	10024159	Case	1000	\$ 10.19			
115	6x6"	Elkay Packaging	6 x 6 2 Mil Clear Seal Top Bag, F20606	10024179	Case	1000	\$ 17.41			
116	7x8"	Elkay Packaging	7 x 8 2Mil Clear Seal Top Bag, F20708	10024185	Case	1000	\$ 25.01			
117	8x10"	Elkay Packaging	8 x 10 2 Mil Clear Seal Top Bag, F20810	10024231	Case	1000	\$ 31.95			
118	10x12"	Elkay Packaging	10 x 12 2 Mil Clear Sal Top Bag, F21012	10024248	Case	1000	\$ 52.06			
119	13x18"	Elkay Packaging	13 x 18 2 Mil Clear Seal Top Bag, F21318	10024259	Case	1000	\$ 99.08			
120	6 x 1/2 x 8"	Elkay Packaging	6.5 x 8 LLDPE, Clear Sandwich Bag, BOR75658	10770685	Case	2000	\$ 25.71			
BAGS-PAPER										
121	4 5/16 x 2 7/16 x 7 7/8"	Duro	18402 Grocery Bag 4 5/16X2 7/16X7 7/8 2# Duro 30# PPR 100% Recycled Kraft 500/ba	10769840	Bundle	500	\$ 12.08	60%	X	X
122	5 x 3 1/8 x 9 3/4"	Duro	18404 Grocery Bag 5X3 1/8X9 3/4 4# Duro 30# PAPER 100% Recycled Kraft 500/ba	10746874	Bundle	500	\$ 13.51	60%	X	X
123	6 x 3 5/8 x 11 1/6"	Duro	18406 Grocery Bag 6X3 5/8X11 1/16 6 Pound Duro Paper 35# Kraft 500/ba	10773646	Bundle	500	\$ 17.63	60%	X	X

124	6 1/8 x 4 1/8 x 12 7/16"	Duro	18408 Grocery Bag 6 1/8X4 1/8X12 7/16 8# Duro Dubl Life SOS 35# PPR Kraft 500/ba	10745529	Bundle	500	\$ 21.00	60%	X	X
125	7 1/16 x 4 1/2 x 3 3/4"	Duro	18412 Grocery Bag 7 1/16X4 1/2X13 3/4 12# Duro 100% Recycled 40# Kraft 500/ba	10740583	Bundle	500	\$ 28.60	60%	X	X
126	7 3/4 x 4 13/16 x 6 7/16"	Duro	18416 Grocery Bag 7 3/4X4 13/16X16 7/16 16# Duro 40# Paper Kraft 500/ba	10778051	Bundle	500	\$ 36.31	60%	X	X
127	8 1/4 x 5 1/4 x 18"	Duro	18424 Grocery Bag 8 1/4X5 1/4X18 25# Duro 40# Paper 100% Recycled Kraft 500/ba	10764671	Bundle	500	\$ 65.97	60%	X	X
128	12x7x17"	Duro	80077 Grocery Sack 12X7X17 Duro Durostan 1/6 BBL Barrel SOS 60# Kraft 500/ba	10170129	Bundle	500	\$ 117.09	40%		X
129	12x7x17"	Duro	80076 Grocery Sack 12X7X17 57# Duro/Crescent 1/6 BBL Kraft Paper Natural 500/BL	10062093	Bundle	500	\$ 86.23	100%		X
130	12x7x17"	Duro	80080 Grocery Sack 12X7X17 76# Duro 1/6 BBL Kraft, 400/bl	10068509	Bundle	400	\$ 77.69	40%		X
TRASH BAGS										
131	24x32"	Heritage	E4833VN R01, 24X33 16.00 Mic Natural 12-16 Gallon 20/25	10613375	Case	500	\$ 35.46	10%		
132	33x39"	Heritage	L6639TC ER1, 33X39 0.80 Mil Clear 33 Gallon 8/25	20016786	Case	200	\$ 21.47	30%		
133	41x53"	Heritage	L8253AC ER1, 41" x 53", 100 per case, Clear, 1.5 Mil	11114150	Case	100	\$ 34.12	30%		
134	50x48"	Berry Plastics	LBR5048X4B, 50" x 48", 1.7 Mil, 65 Gallon, Black, 100/cs	10492814	Case	100	\$ 53.86	10%		
MISCELLANEOUS										
135	52x80"	Elkay Packaging	BOR5280 52 x 80 Bun Rack Cover, Clear	10023900	Case	50	\$ 21.17			X
136	38x31"	Locknane	P-10-WH-STD Apron 38x31" 7mil White, Each	10205418	Each	1	\$ 3.73			
137	18"	Supply Source	MB -18 -1000/W Bouffant Cap 18 inch Impact White 1000/cs	10814738	Case	1000	\$ 38.33			
138	21"	Supply Source	MD-21-1000/W Bouffant Cap 21 Inch, 1000/cs	10814840	Case	1000	\$ 32.10			
139	24"	Supply Source	MB -24 -1000/W Bouffant Cap 24 inch Impact White 1000/cs	10814854	Case	1000	\$ 35.51			
140	18"	Supply Source	MBC -1000/W Beard Net 18 inch One Size Impact Polypro Spun Bonded White 1000/cs	10814738	Case	1000	\$ 38.33			
141	21"	Supply Source	MBC -1000/W Beard Cover 21 inch Nonwoven Polypro White, 1000/cs	10942720	Case	1000	\$ 23.81			
142	One Size Fits All	Supply Source	M2302WSZ, Hood&Beard Cover Spun Polypro White 10/100 1000/cs	10844464	Case	1000	\$ 108.97			

INSURANCE REQUIREMENTS

1. **INSURANCE OBLIGATION.** During the Term of this Contract, Contractor shall possess and maintain in full force and effect, at Contractor's sole expense, the following insurance coverages:
 - a. **COMMERCIAL GENERAL LIABILITY INSURANCE.** Commercial general liability insurance (and, if necessary, commercial umbrella liability insurance) covering bodily injury, property damage, products/completed operations, personal injury, and advertising injury liability on an 'occurrence form' that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) under the most recent version of form CG 00 01 in the amount of not less than \$2,000,000 per occurrence and \$4,000,000 general aggregate. This coverage shall include blanket contractual liability coverage. This coverage shall include a cross-liability clause or separation of insured condition.
 - b. **WORKERS' COMPENSATION INSURANCE.** Contractor shall comply with applicable Workers' Compensation or Industrial Accident insurance providing benefits as required by law.
 - c. **EMPLOYERS' LIABILITY (STOP GAP) INSURANCE.** Employers' liability insurance (and, if necessary, commercial umbrella liability insurance) with limits not less than \$1,000,000 each accident for bodily injury by accident, \$1,000,000 each employee for bodily injury by disease, and \$1,000,000 bodily injury by disease policy limit.
 - d. **COMMERCIAL/AUTOMOBILE LIABILITY INSURANCE.** Commercial automobile liability insurance covering the ownership, maintenance, and/or use of all owned/leased, non-owned, and hired vehicles used in the performance of the Master Contract, with limits of not less than \$1,000,000 per accident, combined single limit for bodily injury and property damage liability. Coverage shall be provided on Insurance Services Office (ISO) form number CA 0001 or an equivalent. The required limits can be satisfied by any combination of primary, umbrella, or excess policy.
 - e. **CYBER RISK LIABILITY INSURANCE. LIABILITY AND PROPERTY LOSS FOR DATA BREACHES.** CYBER risk insurance, on a claim form. This coverage shall include Contractual Liability insurance for the indemnity provided under this Master Contract. Limits are \$2,000,000 per occurrence and \$4,000,000 aggregate.

The insurance coverage limits set forth herein are the minimum. Contractor's insurance coverage shall be no less than the minimum amounts specified. Coverage in the amounts of these minimum limits, however, shall not be construed to relieve Contractor from liability in excess of such limits. Contractor waives all rights against the State of Washington for the recovery of damages to the extent such damages are covered by any insurance required herein.

2. **INSURANCE CARRIER RATING.** Coverages provided by Contractor must be underwritten by an insurance company deemed acceptable to the State of Washington's Office of Risk Management.

Insurance coverage shall be provided by companies authorized to do business within the State of Washington and rated A- Class VII or better in the most recently published edition of Best's Insurance Rating. Enterprise Services reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

3. **ADDITIONAL INSURED.** Commercial General Liability, Commercial Automobile Liability, and Pollution Liability Insurance shall include the State of Washington and all authorized Purchasers (and their agents, officers, and employees) as Additional Insureds evidenced by copy of the Additional Insured Endorsement attached to the Certificate of Insurance on such insurance policies.
4. **CERTIFICATE OF INSURANCE.** Prior to execution of the Contract, Contractor shall furnish to Enterprise Services, as evidence of the insurance coverage required by this Contract, a certificate of insurance satisfactory to Enterprise Services that insurance, in the above-stated kinds and minimum amounts, has been secured. In addition, no less than ten (10) calendar days prior to coverage expiration, Contractor shall furnish to Enterprise Services an updated or renewed certificate of insurance, satisfactory to Enterprise Services, that insurance, in the above-stated kinds and minimum amounts, has been secured. Failure to maintain or provide proof of insurance, as required, will result in contract cancellation. **All policies and certificates of insurance shall include the Contract number stated on the cover of this Contract.** All certificates of Insurance and any related insurance documents shall be sent via email to Enterprise Services, and shall be sent to the email address set forth below:

Email: DESContractsTeamFir@des.wa.gov

Note: For Email notice, the Email Subject line must state:

**Contract Insurance Certificate – Statewide Contract No. 16722–
Food Service Disposables**

5. **PRIMARY COVERAGE.** Contractor's insurance shall apply as primary and shall not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above including, at a minimum, the State of Washington and/or any Purchaser. All insurance or self-insurance of the State of Washington and/or Purchasers shall be excess of any insurance provided by Contractor or subcontractors.
6. **SUBCONTRACTORS.** Contractor shall include all subcontractors as insureds under all required insurance policies. Alternatively, prior to utilizing any subcontractor, Contractor shall cause any such subcontractor to provide insurance that complies with all applicable requirements of the insurance set forth herein and shall furnish separate Certificates of Insurance and endorsements for each subcontractor. Each subcontractor must comply fully with all insurance requirements stated herein. Failure of any subcontractor to comply with insurance requirements does not limit Contractor's liability or responsibility.
7. **WAIVER OF SUBROGATION.** Contractor waives all rights of subrogation against the State of Washington and any Purchaser for the recovery of damages to the extent such damages are or would be covered by the insurance specified herein.
8. **NOTICE OF CHANGE OR CANCELLATION.** There shall be no cancellation, material change, exhaustion of aggregate limits, or intent not to renew insurance coverage, either in whole or in part, without at

least sixty (60) calendar days prior written Legal Notice by Contractor to Enterprise Services. Failure to provide such notice, as required, shall constitute default by Contractor. Any such written notice shall include the Contract number stated on the cover of this Contract.

9. **EXTENDED REPORTING PERIOD.** If any required insurance coverage is on a claims-made basis (rather than occurrence), Contractor shall maintain such coverage for a period of no less than three (3) years following expiration or termination of the Contract.

* * * END OF INSURANCE REQUIREMENTS * * *