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**REQUEST FOR QUOTES**

**SUPPLY, DELIVERY, AND**

**APPLICATION OF LIQUID ASPHALT EMULSION**

**SPRING 2019**

**LATE SUMMER 2019**

**QUOTES DUE:**

**Monday May 13th. 2019 – 3:00pm**

**Morrow County Public Works**

**P. O. Box 428**

**365 West Highway 74**

**Lexington, Oregon 97839**

**ATTN: Eric Imes -** [**eimes@co.morrow.or.us**](mailto:eimes@co.morrow.or.us)

**THIS IS A REQUEST FOR QUOTES TO SUPPLY, DELIVER, AND APPLY LIQUID ASPHALT EMULSION.** This **REQUEST FOR QUOTES** is solicited in accordance with LCPR 137-047-0830, Class Special Procurements.

***INSTRUCTIONS TO PROPOSERS:***

IP-1 **Time and Place for Receiving Quotes**

Quotes for the herein described work will be received by Morrow County Public Works on or before Monday May 13th. 2019, 3:00 p.m.., P.S.T.

IP-2 **Scope of Work**

1. Supplier shall furnish to Morrow County Public Works liquid asphalt emulsion as indicated below:

* CRS-3P Quantity to be advised by oil supplier (see quote sheet)
* Fog Seal Quantity to be advised by oil supplier (see quote sheet)

The product shall be delivered to various job sites at dates and times directed by the County. Supplier shall be capable of delivering up to 132 tons per day on any day included in the contract period.

1. Supplier shall provide on a contract rental basis one asphalt distributors daily (unless otherwise directed) with qualified operators for applying the liquid asphalt emulsion to the road surface. Asphalt distributors shall have a carrying capacity of 4,400 gallons of product, and be capable of applying product at a constant rate across a span of no less than 20 feet.
2. County will prepare road surfaces to receive the surface treatments at the specified job sites.

County will provide traffic control measures.

County will provide equipment and qualified operators for chip spreading, rolling, and sweeping.

County will provide aggregate for surface treatment.

1. This spring 2019 project includes approximately 30 miles of single chip seal roadway and 20 miles of single chip roadway sometime during late summer.
2. The intended period of operations is proposed as Monday, June 3rd, 2019 through approximately Thursday June 27th, 2019, but subject to change. Ione-Gooseberry is to be completed during the late summer months. The typical work week will be Monday through Thursday, ten (10) - hour work days, as scheduled by Morrow County.

IP-3 **Submission of Quotes / Minimum Requirements**

1. The submission of a quote signifies that the Supplier has the necessary personnel and equipment and will be able to perform the specified work as outlined without interruption.
2. All quotes shall be submitted in sealed cover to Morrow County Public Works before the above stated time.
3. A quote will not be accepted after the time as stated in IP-1, above, whether or not quotes are opened exactly at the stated time.
4. Suppliers shall submit the cost portion of the request for quotes on the attached Quote Schedule which shall be signed in the place provided.
5. A quote may not modify any of the provisions stated herein.
6. Quotes may be submitted by mail or presented in person.

IP-4 **Withdrawal of Quotes**

1. A quote may be withdrawn at any time prior to the due date/time, by written request to Morrow County Public Works, which may be mailed, e-mailed, or presented in person. The request to withdraw shall be signed by the supplier, or the supplier’s authorized representative.
2. The withdrawal of a quote does not prejudice the right of the supplier to submit a new quote.
3. No quote can be withdrawn after the request for quotes due time. The quote constitutes an offer to enter into a contract if accepted by Morrow County.

IP-5 **Review of Quotes**

Quotes will be reviewed at Morrow County Public Works on or about the time and place specified in IP-1, above.

IP-6 **Right to Reject Offers**

Morrow County may reject any offer not in compliance with all prescribed public procurement procedures and requirements, and may reject for good cause any or all offers upon a finding by the County that it is in the public interest to do so.

IP-7 **Contract Award**

1. Quotes will be evaluated by a committee appointed by the Public Works Director. The contract will be awarded to the quote deemed most advantageous to Morrow County. Quotes will be evaluated with consideration of the quote listed.
2. A decision to award the contract will be made in its entirety to a single supplier within ten business days of the opening of submitted quotes. Award of the contract will be made according to timelines available to the Board of Commissioners.
3. Morrow County reserves the right to accept or reject any or all offers and waive any informalities and irregularities in offers.
4. A “Purchase of Supplies Contract” (Appendix A) will be executed by Morrow County Public Works and the vendor with the quote that is most advantageous to Morrow County.

IP-8 **Contract Documents**

1. The contract documents are intended to be mutually cooperative and to provide all details reasonably required for the execution of the proposed work.
2. Any person contemplating the submission of a quote and being in doubt as to the meaning or intent of said contract document should request, by e-mail, interpretation by the Assistant Road Master at eimes@co.morrow.or.us
   1. Any interpretation or change will be e-mailed to each person receiving a set of contract documents.
   2. Morrow County will not be responsible for any other explanations or interpretations of said contract documents.
3. Any person submitting a quote shall not, at any time after submission, dispute, complain or assert that there was any misunderstanding in regard to the nature, quality or description of the materials to be supplied and the work to be performed.

IP-9 **Contractor’s Bonds**

A quote bond is not required for submission of a quote.

A performance bond is not required for this contract for the supply of materials.

A payment bond is not required for this contract for the supply of materials.

IP-10 **Prequalification**

Prequalification is not required.

IP-11 **Appeal Process**

1. Appeal of any decision(s) by Morrow County that are adverse to the Supplier must be delivered in writing, within five (5) working days, to the Morrow County Contract Review Board, which is composed of the Morrow County Board of Commissioners.
2. Written appeals must include a concise statement of the complaint, setting forth all pertinent facts, citation to applicable law or authorities, and the relief requested.

***GENERAL PROVISIONS:***

GP-1 **Definitions and Terms**

Whenever the following terms are used in the contract documents, they shall be understood to have the meanings given herein.

* 1. **County** – Morrow County, Oregon, the party awarding the contract.
  2. **County Public Works Director** - The County Public Works Director of Morrow County, acting either directly or through an authorized representative.
  3. **County Assistant Road Master –** The County Assistant Road Master of Morrow County, acting either directly or through an authorized representative.
  4. **Supplier** - The party awarded the contract.
  5. **Standard Specifications -** The *Oregon Standard Specifications for Construction* are hereby referenced and contained within the contract, except as follows:
     + 1. Standard Specifications may be modified, supplemented or superseded by the General and Special Provisions herein contained.
       2. Wherever the words “State Highway Commission”, “Department”, “State of Oregon”, “Highway Commission”, or “State”, appear in Standard Specifications, they shall mean Morrow County, Oregon

GP-2 **Insurance**

1. The Supplier shall carry all necessary insurance for the labor employed and assume all responsibility for any accidents, which may occur to any of Supplier’s workers or the public in the performance of the project. The Worker’s Compensation coverage provided shall be in full compliance with ORS Chapter 656.
2. General Liability Insurance in the amount of $1,500,000 is required. Morrow County shall be listed as a “certificate holder.”
3. Automobile liability insurance in the amount of $1,000,000 must be maintained for the duration of the contract.

GP-3 **Laws to be Observed**

1. The Supplier shall at all times observe and comply with all Federal, State and local laws, ordinances and regulations in any manner affecting the work.
2. The Supplier shall indemnify and save harmless Morrow County, its officers, employees and agents against any claims or liability arising from the violation by Supplier’s officers, employees and agents, or Supplier’s sub-contractors, their officers, employees or agents, of laws described in GP-3 A. above.
3. The Supplier shall be responsible for acts of Supplier’s employees and sub-contractors and shall indemnify and save harmless Morrow County, its officers, employees and agents against any claims or liability arising from the Supplier’s negligence.

GP-4 **Labor Provisions**

A contract issued pursuant to this Request For Quotation will not be a “Public Improvement Contract” as defined in ORS 279C.305 (5). However, this contract will meet the definition of a “Public Works Contract” as defined in OAR 839-025-0004 (20) (a) and (22). Supplier shall therefore comply with the applicable requirements defined in OAR 839-025 including but not limited to:

1. Supplier must submit a certified payroll statement to the County by the fifth business day of each month following the month in which workers were employed upon this public works project.
2. Supplier must have a public works bond filed with the Construction Contractors Board before starting work on the project, unless exempt under ORS 279C.836(4), (7), (8) or (9).
3. Supplier must require, in every subcontract, that the subcontractor have a public works bond filed with the Construction Contractors Board before starting work on the project, unless exempt under ORS 279C.836(4), (7), (8) or (9).
4. If the Supplier fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to the supplier or a subcontractor by any person, or the assignee of the person, in connection with the public works contract as such claim becomes due, the proper officer or officers of the public agency may pay such claim and charge the amount of the payment against funds due or to become due the supplier by reason of the contract (Reference: ORS 279C.515).
5. Supplier must give notice to employees who work on a public works contract in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work (Reference: ORS 279C.520(2))
6. Supplier must promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such supplier, of all sums which the supplier agrees to pay for such services and all moneys and sums which the supplier collected or deducted from the wages of the supplier's employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service (Reference: ORS 279C.530)

Pursuant to Oregon Revised Statute, ORS279B.235:

1. Supplier shall comply with the provisions of ORS 279C.800 through ORS 279C.870 regarding prevailing rate of wage on public contracts
2. Supplier shall pay employees for overtime work performed under the public contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 U.S.C. 201 et seq.).
3. Pursuant to ORS 279B.235, Supplier may not employ an employee for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or when the public policy absolutely requires otherwise. Supplier shall pay his or her employees at least time and a half for all overtime in excess of eight hours in any one day, or 40 hours in any one week if the work week is five consecutive days, Monday through Friday; or for all overtime in excess of ten hours in any one day, or 40 hours in any one week if the work week is four consecutive days, Monday through Friday; or if the employee performs work on Saturday or on any legal holiday specified in ORS 279C.540.
4. Supplier shall comply with ORS 652.220 and shall not discriminate with regard to any protected class in the payment of wages for work of comparable character, the performance of which requires comparable skills. Protected classes include race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, and/or genetic information. Compliance is a material element of this contract and failure to comply is a breach that entitles County to terminate the contract for cause.
5. Pursuant to ORS 279B.235, Supplier may not prohibit any of the supplier’s employees from discussing the employee’s rate of wage, salary, benefits, or other compensation with another employee or another person, and may not retaliate against an employee who discusses the employee’s rate of wage, salary, benefits, or other compensation with another employee or another person.
6. Pursuant to ORS 279B.230(1), Supplier shall, promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the supplier, of all sums that the Supplier agrees to pay for the services and all moneys and sums that the Supplier collected or deducted from the wages of employee under any law, contract or agreement for the purpose of providing or paying for the services.
7. Pursuant to ORS 279B.230(2) all subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126..

GP-5 **Contract Performance**

1. Supplier shall meet with County staff and review the proposed work and schedule at least one week prior to the start date.
2. Morrow County reserves the right to void the contract at any time due to unforeseen occurrences (weather, mechanical breakdowns, union strike, lack of funds, inferior workmanship, etc.)
3. Morrow County reserves the right to bill the supplier for expenses incurred due to the necessity of removing chip rock from the road surface in the findings that poor application workmanship was a factor. Morrow County Reserves this right for the duration of twelve (12) months following completion of the section of road surface in question.
4. Morrow County reserves the right to bill the supplier for expenses incurred due to the necessity of applying any kind of material to mitigate or stop migration of CRS-3P or CSS-1H (or equivalent) during the application stage and twelve (12) months following completion of the section of road surface in question.
5. County expectation is that a chip seal be applied to road surfaces achieving a life span of seven (7) to ten (10) years depending on ADT counts. Fill out the quote schedule with this goal in mind. The oil supplier shall have complete control of oil and aggregate application rates during the project depending on warranty if offered by the supplier. Please attach warranty behind quote schedule if supplier wishes to offer one.

GP-6 **Payment**

1. Liquid asphalt will be paid at the quoted unit price for product used and applied to the road surface only. Partial loads returned shall be measured and credited back to the County, and return freight costs shall not be assessed to the County. Individual daily tickets shall be provided to Morrow County in accordance with SP-1.
2. Distributor trucks will be paid at the quoted unit price for hourly rates. Contract hourly rates will start at the time the distributor trucks have been directed to be on site and are ready to start applying the liquid asphalt. Contract hourly rates will end when the distributor trucks have completed the final application for the work day.
3. Demurrage will be paid, if applicable, in accordance with SP-4 below.
4. Any aspect of work not described by the specified pay items will be considered incidental to the specified pay items.
5. Payment will be made by Morrow County upon approval by Morrow County Public Works of the received invoice(s) from Supplier. Morrow County Public Works will notify Supplier of any protest of charges included in invoice(s) which may not conform to these specifications.

***SPECIAL PROVISIONS:***

SP-1 **Distributor and Transport Trucks**

1. Supplier shall furnish distributor trucks. Distributor trucks shall be tandem axle with a minimum tank capacity of four thousand three hundred (4,300) gallons; equipped with Computer Rate Control distributor bars; and equipped with a volume measuring device, and thermometer for measuring the emulsion temperature in the tank. Distributor trucks shall be in good mechanical condition, capable of working ten (10) hour shifts without mechanical breakdowns.
2. Supplier shall furnish distributor truck combinations capable of delivering no less than thirty (30) tons of liquid asphalt.
3. The distributor bars shall be capable of distributing asphalt at a minimum width of twenty (20) feet consistently and accurately when the bar nozzles are at a distance of twelve (12) inches from the driving surface, full flow circulating, with enclosed nozzle valves. Bar shall be operated from the cab of the trucks in maximum two (2) foot increments on an eight (8) foot main bar and one (1) foot increments on each bar wing, or otherwise as approved by the County.
4. The bars shall be capable of spreading liquid asphalt at any rate from 0.08 to 0.60 gallons per square yard at varying widths to twenty (20) feet or more, all cab controlled.
5. Supplier shall ensure that distributor trucks have been calibrated prior to beginning of work to ensure accurate distribution of liquid asphalt emulsion.
6. Distributor trucks shall have on hand tools and parts (including replacement spray nozzles) to ensure continuous operations in the event of minor mechanical problems.
7. The distributors shall typically transfer product from the transport trucks at a rate of 280 gallons per minute. The distributor driver shall ensure that no foaming of the liquid asphalt emulsion occurs, and shall adjust transfer procedures as needed to maintain the quality of the product.
8. Supplier shall supply one distributor truck daily, unless otherwise directed prior to start of operations.
9. Supplier shall supply a copy of the bills of lading for the emulsified liquid asphalt delivered each day.
10. Supplier shall provide transport trucks in such numbers as are needed to provide for the continuous, uninterrupted operation of County’s construction activities. Supplier shall manage transport trucks such that overlap wait times of off-loading trucks will be minimized or avoided.
11. Supplier shall provide transport trucks capable of delivering no less than thirty three (33) tons of liquid asphalt.
12. The transport delivery driver shall give the bill of lading and other applicable documents to the distributor driver to be given to Morrow County Public Works representative no later than the end of each day. The transport delivery driver shall write on the bill of lading to record the time of arrival and completion of off-loading at the designated location.

SP-2 **Asphalt**

1. Supplier shall deliver liquid asphalt emulsion on Morrow County Public Works orders, as follows:

Liquid asphalt emulsion shall be delivered to specified job sites in Morrow County by supplier. Distributor shall expeditiously fill from supplier’s carriers and be in position and ready to start applying asphalt at the specified times each day.

Liquid asphalt emulsion shall be delivered at a minimum temperature of 155°F as measured on the road surface behind the distributor truck.

Morrow County reserves the right to stop production and reject liquid asphalt if applied characteristics do not meet the satisfaction of Morrow County.

1. Asphalt material shall conform as indicated below*.*

**1. CRS-3P**

General Requirements: This specification has been designed to yield a set of distinguishing characteristics of a polymer modified emulsion for use in chip seal projects where engineered design and early return to traffic is desired. The emulsion must be homogenous and polymerized before shipment. It shall meet the following requirements when tested within 10 days of sampling according to AASHTO Method T59 as modified.

**TESTS ON EMULSION Min. Max**

Saybolt Viscosity @ 122°F SFS 400

Storage Stability 1% 1 day 1

Demulsibility % 40

Particle charge test Positive

Sieve test % 0.1

**TESTS ON RESIDUE FROM DISTILLATION Min. Max**

Oil distillate % by volume of emulsion 3

Residue % by weight (Note 1) 68

Penetration @ 77°F 90

Solubility in Trichloroethylene % *(Note 2)* 97.5

Elastic Recovery % *(Note 3)* 70

1. AASHTO T59 with modifications to include 300 grams emulsion and a 177 ± 5°C (350 ± 10°F) maximum temperature to be held for 15 minutes.
2. AASHTO T44 Solubility of Bituminous Materials (in trichloroethylene).
3. ODOT TM 429 Elastic Recovery method of testing on file at ODOT Materials Laboratory in Salem, Oregon.

**4. Fog Seal Material**

The Supplier shall deliver CSS-1H or equivalent emulsified liquid asphalt to be used as fog seal. For every part emulsified asphalt add no more than one (1) part water. Add water at point of supply and mix with emulsified asphalt to obtain a homogenous emulsion. Dilution water must be potable and free from detectable solids or incompatible soluble salts (hard water).

The emulsified liquid asphalt shall meet the following conditions:

|  |  |  |
| --- | --- | --- |
| **Test** | **Test Result** | **Method** |
| Viscosity | 20 - 100 | ASTM D7496 |
| Sieve test, % | 0.1 | ASTM D6933 |
| Particle Charge | positive | ASTM D7402 |
| Residue by distillation | 60 min. | ASTM D6997 |
| Penetration, 77°F, 100 g, 5 sec. | 20-60 | ASTM D5 |
|  |  |  |

1. Morrow County reserves the right to perform quality control testing. Samples may be taken from each load of asphalt and tested by County personnel or a designated representative for compliance with specification requirements.

Material not in compliance with the Standard Specifications and/or these contract specifications will be rejected by County.

If testing reveals an out of compliance product after all or part of the product has been applied, the product represented by the tested sample may be rejected wholly or in part at the sole discretion of the County. Payment will not be made for rejected materials.

Morrow County test results shall supersede test results provided by the supplier.

1. Supplier shall provide to County a copy of supplier’s quality control test results for each load of material supplied.

SP-3 **Traffic Control**

1. County will be responsible for directing and protecting traffic while asphalt application work is in progress.
2. County will be responsible to provide signs and flaggers as necessary for the safety and protection of the public, and workers engaged in County’s construction activities.

SP-4 **Stand-By-Time**

1. Supplier shall furnish Morrow County a contract hourly price for stand-by-time (“demurrage”) of the liquid asphalt transport trucks. This hourly price will cover stand-by time for transport trucks due to breakdown of County equipment, intermittent stoppage due to foreseeable weather, or similar circumstances.

Supplier shall provide for a two and one half hour period of time for the product to be off loaded from the transport trucks without incurring demurrage. Demurrage charges may apply for stand by time of a transport truck beginning at two and one half hours after the arrival of the transport truck to the off load location, or the specified time, whichever is later. Demurrage will be assessed in half hour increments, rounded to the nearest quarter hour. Demurrage will not apply when transport trucks arrive early; arrive late; or overlap their staging due to numbers and/or scheduling that is not consistent with the specified progress of County’s construction activities.

Delays in production due to tardiness of transport trucks and/or distributor trucks; and/or slow performance of distributor operators during refill or the application stage shall negate any concurrent or subsequently effected demurrage.

1. Delays and loss of production due to mechanical failure, inadequate supply of asphalt, or other causes related to the Supplier’s responsibilities shall be deducted from any amount due at the rate of Two Thousand Five Hundred dollars ($2500) per hour for every occurrence in excess of one half hour. Delay and loss of production penalties will be assessed in half hour increments, rounded to the nearest half hour.
2. Force majeure will apply for either party where Acts of God or *casus fortuitous* beyond the control of County or Supplier’s forces create the delays.

**QUOTE SCHEDULE**

**SUPPLY, DELIVERY, AND**

**APPLICATION OF LIQUID ASPHALT EMULSION**

**QUOTES DUE: Monday May 13th. 2019, 3:00 P.M., P.S.T.**

|  |  |  |
| --- | --- | --- |
| **Quote Item** | **Unit** | **Unit Rate or Total** |
| CRS-3P Liquid Asphalt | Ton | $ |
| CRS-3P Required | Tons |  |
| CSS-1H | Ton | $ |
| CSS-1H Required | Tons |  |
| Distributor Truck | Hour | $ |
| Demurrage |  | $ |
| Minimum Haul Fee |  | $ |
| Product Return Fee |  | $ |
| Chip Rock Required | Tons |  |
| Duration of project | Days |  |
| Warranty | months |  |

Distributor Truck: Year: Make:

Distributor Bar Brand: Tank Capacity:

Company Name:

Address:

Phone: Fax:

E-mail address:

Printed Name:

Authorized Signature: Date:

**CHIP SEAL WORKSHEET**

**CRS-3P**



**FOG SEAL**



**APPENDIX A**

**(Purchase of Supplies Contract)**

**PURCHASE OF SUPPLIES CONTRACT**

In consideration of the covenants herein below set forth, **(CONTRACTOR),** hereinafter referred to as “Contractor” and **MORROW COUNTY**, a political subdivision of the State of Oregon, acting by and through its Board of Commissioners, hereinafter referred to as “County,” mutually contract as follows:

1. Contractor agrees and covenants with County that it will supply and deliver liquid asphalt emulsion, and furnish asphalt distributor trucks with qualified operators as requested by County as set forth in Contractor’s Quote, which is attached hereto, and by this reference incorporated herein. Contractor agrees and covenants with County that Contractor shall perform this Contract in a faithful and workmanlike manner as may be required by the Board of Commissioners, or their designated agent, the County Public Works Director, in accordance with the terms set forth in the provisions of the Request For Quotes, the “Specifications,” which are incorporated herein, and in accordance with the Quote which is attached hereto. All of the said Quote and this Contract constitute the Contract documents.

2. Any conflict or difference between the Contract documents shall be called to the attention, first of the County Public Works Director and if a satisfactory solution is not reached, then to the Board of County Commissioners by Contractor before proceeding with work affected thereby. In case of any conflict or any discrepancy within the Contract documents, the specific provisions of this Contract shall have priority over all others.

3. Contractor hereby sells and agrees to deliver and County buys and agrees to receive and pay for the products of the kind required by the Specifications in quantities specified from time to time by the County Assistant Road Master.

4. Contract period shall be from the awarding of the Contract until and including September 30, 2019. The County Assistant Road Master will determine the quantities that are needed.

5. Payments shall be as set forth in the Specifications, Section GP-6.

6. Contractor agrees that County has the option to purchase more or less than the quantity specified in the quote; and that County shall not be liable or responsible for any payment for additional work or cost unless its Board of County Commissioners specifically assumes in writing such responsibility and liability on and by itself.

7. Contractor agrees to abide, fully and conscientiously, by the statutory provisions of ORS 279A, 279B, and 279C. Contractor agrees and covenants that the aforesaid statutory references have the same force and effect as if printed in full in this Contract.

8. The Contract may be canceled at the election of County for any willful failure or refusal on the part of Contractor to faithfully perform the Contract according to its terms.

9. Contractor agrees to make all the provisions of this Contract applicable to any subcontractor performing hereunder.

10. Contractor agrees to not assign this Contract without the proposed assignee being fully, specifically approved and accepted in writing by County.

11. Contractor agrees that its performance under this Contract is at its own sole risk and that it shall indemnify County, its agents and employees, against and hold them harmless from any and all liability for damages, costs, losses and expenses resulting from, arising out of or in any way connected with Contractor’s failure to perform fully hereunder, and Contractor further agrees to defend, indemnify and hold harmless Morrow County, its agents and employees, against all suits, actions or proceedings brought by any third party against them for which Contractor would be liable under provision GP-2 of the specifications.

12. The laws of the State of Oregon shall govern in any action, claim or suit on this Contract. The place of venue for any claim, suit, or action shall be Morrow County. Each party shall be responsible for that party’s attorney fees, costs and disbursements at all times, including appeals.

13. Contractor shall maintain all fiscal records relating to this Contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records pertinent to this Contract in such a manner as to clearly document Contractor’s performance hereunder. Contractor acknowledges and agrees that County, the Oregon Secretary of State’s Office, the Federal Government and their duly authorized representatives shall have access to such fiscal records and all other documents that are pertinent to this Contract for the purpose of performing audits and examinations and making transcripts and excerpts. All such fiscal records and documents shall be retained by Contractor for a minimum of three (3) years (except as required longer by law) following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

(Contractor) MORROW COUNTY BOARD OF COMMISSIONERS

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Jim Doherty, Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Melissa Lindsay, Commissioner

(Name) Don Russell, Commissioner

Date Date