

MAR 02 2022

Contract Number 4400011065

THE PARTIES TO THIS CONTRACT between Fairfax County Public Schools ("FCPS", "FAIRFAX COUNTY", or "the County") AND Scrawl Books, LLC., with a place of business at 11777 North Shore Drive Reston, VA 20190, MUTUALLY AGREE THAT:

1. FCPS engages the CONTRACTOR to provide the following goods and/or services:
  - 1.1 All necessary materials, equipment, supplies and labor resources to provide Bookfairs/Author Visits and School Book Readings/Bookstore Nights, per Attachment A.
  - 1.2 All fundraising products should be competitive in nature when compared to average retail product value of like or similar items.
  - 1.3 Unless otherwise approved by the Principal, the Contractor shall not disengage students from instructional class time for any purpose related to the fundraiser.
  - 1.4 No food or beverages shall be offered for sale to students before, during, or after the scheduled school day on the school premises by a provider other than the individual school's food service department. Nonprofit school-sponsored or school-related organizations may offer food items for sale after the scheduled school day with the specific permission of, and under conditions prescribed by, the school principal so long as proceeds from such sales are used to benefit the school and its students.
  - 1.5 The Contractor shall maintain the confidentiality of all personal information obtained as a result of providing services under this contract. Personal information includes, but is not limited to, name, address, phone number, work/school location, etc. Firms may only use this information for purposes required by this contract. Failure to comply with this requirement may result in immediate cancellation of this contract. Contractor shall not release, disclose, sell, distribute, or otherwise use any FCPS students', staff members' and/or parents' personal information.
  - 1.6 The Contractor shall provide experienced and accessible representatives who will work with school personnel to answer any question regarding ordering procedures or financial matters pertaining to the individual services required. Contractor's representatives shall respond to inquiries within two working days.
  - 1.7 The Contractor shall be responsible for completely supervising and directing all work under this contract, including work of any subcontractors that they may utilize, exercising their best skill and judgment. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees to be fully responsible for the acts and omissions of all subcontractors, and persons employed by subcontractors, as they are for the acts and omissions of their own employees.
  - 1.8 Group competition designed to pressure individuals to participate is prohibited.
  - 1.9 "Cold-call" style telephone solicitation by students for fundraising activities is prohibited. Students may contact friends and relatives by telephone to request their participation in fundraising activities.
  - 1.10 "Cold-call" style telephone solicitation by students for fundraising activities is prohibited. Students may contact friends and relatives by telephone to request their participation in fundraising activities.



2. PERIOD OF CONTRACT:

- 2.1 The period of this contract shall be from the date of award through March 31, 2025.
- 2.2 Automatic contract renewals are prohibited. This contract may be renewed at the expiration of its term by agreement of both parties. Contract renewals must be authorized by and coordinated through the Office of Procurement Services. FCPS reserves the right to renew the contract for three (3) additional one-year periods.
- 2.3 The obligation of the County to pay compensation due the Contractor under the contract or any other payment obligations under any contract awarded pursuant to this agreement is subject to appropriations by the Fairfax County Board of Supervisors to satisfy payment of such obligations. The County's obligations to make payments during subsequent fiscal years are dependent upon the same action. If such an appropriation is not made for any fiscal year, the contract shall terminate effective at the end of the fiscal year for which funds were appropriated and the County will not be obligated to make any payments under the contract beyond the amount appropriated for payment obligations under the contract. The County will provide the Contractor with written notice of non-appropriation of funds within thirty (30) calendar days after action is completed by the Board of Supervisors. However, the County's failure to provide such notice will not extend the contract into a fiscal year in which sufficient funds have not been appropriated.

3. COMPENSATION:

- 3.1 In Attachment A to this contract, the Contractor shall propose the commission and/or profit rate for the fundraising product/services/activities accomplished under this contract.
- 3.2 The Contractor shall submit, at no cost to FCPS, a sample of all literature, ordering forms and prize incentives for FCPS approval prior to any distribution to FCPS students.
- 3.3 The Contractor shall provide, at no cost to FCPS, sufficient quantities of all brochures, order forms, parent letters, collection envelopes and other promotion materials required for a successful campaign.

4. AUTHORITY:

- 4.1 The Purchasing Agent has the sole responsibility and authority for negotiating, placing and when necessary, modifying every contract and purchase order (except for capital construction projects) issued by Fairfax County. In the discharge of these responsibilities, the Purchasing Agent may be assisted by assigned contract administrators. Specifically delegated employees are authorized to order supplies or services and obligate the government of Fairfax County for indebtedness. Any purchase ordered or contract made which is contrary to these provisions and authorities shall be of no effect and void and shall not be binding on the County.
- 4.2 The obligation of the County to pay compensation due the Contractor under this contract is subject to appropriations by the Fairfax County Board of Supervisors to satisfy payment of such obligations. The County's obligations to make payments during subsequent fiscal years are dependent upon the same action. If such an appropriation is not made for any fiscal year, the contract shall terminate effective at the end of the fiscal year for which funds were appropriated and the County will not be obligated to make any payments under the contract beyond the amount appropriated for payment obligations under the contract. The County will provide the Contractor with written notice of non-appropriation of funds within thirty (30) calendar days after action is completed by the Board of Supervisors. However, the County's failure to provide such notice will not extend the contract into a fiscal year in which sufficient funds have not been appropriated.

5. DEFINITIONS:

- 5.1 All terms used in this agreement are defined in the Fairfax County Purchasing Resolution, Article 1, Section 6 and shall be used in accordance with such definitions.

6. INTERPRETATION OF CONTRACT:

- 6.1 Any questions pertaining to this contract shall be directed to:



Joanne Heaton, Contract Specialist  
FCPS Office of Procurement Services  
8115 Gatehouse Road, Suite 4400  
Falls Church, VA 22042-1203  
(571) 423-3588  
Email: jcheaton@fcps.edu

**7. METHOD OF ORDERING:**

- 7.1 As requirements arise, authorized individuals will place orders for specific quantities of items covered herein. Regardless of the method of ordering used, the contract and any subsequent modifications determine performance time and dates. Performance under this contract is not to begin until receipt of the purchase order, Procurement Card order, or other notification to proceed by the County Purchasing Agent and/or County agency to proceed.
- a) The Contractor shall receive a purchase order document from the school bookkeeper before any fundraising activity commences or is authorized.
  - b) Shipping charges, if any, shall be clearly disclosed to the school by the Contractor before any fundraising activity is authorized.
  - c) The Contractor shall accept all orders as "inside" delivery.
  - d) The school shall not be responsible for advancing money or prepaying for any products or services.
  - e) The Contractor shall not stipulate or require minimum orders.
- 7.2 The County may use two (2) different methods of placing orders from the contract: Purchase Orders (PO) and approved County procurement cards.
- 7.3 A Purchase Order may be issued to the contractor on behalf of the County agency ordering the items/services covered under this contract. An issued PO will become a part of the resulting contract.
- 7.4 Credit card orders and payments may also be made by the use of a Fairfax County or Fairfax County Public Schools "Procurement" Card. The Procurement card is currently under contract with JP Morgan Chase/Master Card.

**8. DELIVERY AND DISTRIBUTION:**

- 8.1 The Contractor shall deliver orders sorted and packaged as agreed to by the individual school (e.g., boxed by homeroom and alphabetically sorted by student.)
- 8.2 The Contractor shall accept all orders as "inside" delivery.
- 8.3 Delivery hours are between 8:00 a.m. and 3:00 p.m., excluding FCPS' holidays and weekends.

**9. CANCELLATION OF ORDERS:**

- 9.1 Purchases made under this contract are for readily available services and supplies; time is of the essence in furnishing the items ordered. The County reserves the right to cancel the order and/or to refuse delivery if the items ordered are not furnished within the period of time specified in this contract. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.

**10. RETURNS:**

- 10.1 The Contractor shall give full refund to the school for all damaged and/or defective products.
- 10.2 All cost for the return of damaged and/or defective products shall be borne by the Contractor.

**11. NEW GOODS, FRESH STOCK:**

- 11.1 All Contractors, unless otherwise specifically stated, shall provide new commodities, fresh stock,



latest model, design or pack.

**12. INSPECTION AND ACCEPTANCE:**

- 12.1 For determining acceptance of supplies or services for the purpose of eligibility for a prompt payment discount, inspection and acceptance shall be accomplished only after examination (including testing) to determine conformance with the contract requirements. Inspection, as appropriate, shall be accomplished within a reasonable time.
- 12.2 Inspection and acceptance of materials or supplies will be made after delivery at specified destinations unless otherwise stated. The County will bear the expense of inspection except for the value of samples used in case of rejection. Inspection and acceptance or rejection of the materials or supplies will be made in a reasonable time, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.

**13. PACKING LIST /DELIVERY TICKETS:**

- 13.1 A packing list or delivery ticket must be furnished with each shipment indicating the Purchase Order number, vendor name, item description, quantity ordered, and quantity shipped.

**14. INVOICING PROCEDURE:**

- 14.1 The Contractor shall submit an invoice for each Purchase Order and submit to the BILL TO address shown on the order. The invoice shall contain the applicable Purchase Order number, BP (call order number), and the name of the department receiving the supplies or services.

**15. PAYMENT:**

- 15.1 Payment shall be made after satisfactory performance of the contract, in accordance with all of the provisions thereof, and thirty (30) days after upon receipt of a properly completed invoice, subject to contract requirements. Fairfax County reserves the right to withhold any or all payments or portions due to Contractor's failure to perform in accordance with the provision of the contract, including failure of goods delivered to satisfactorily pass inspection or acceptance testing.
- 15.2 Unless otherwise stated in the contract, partial payments will be made upon acceptance of materials or services so invoiced if in accordance with completion date. However, up to 5 percent of the value of the entire order may be retained until completion of contract.
- 15.3 For equipment, payment of the contract price may be paid after such equipment is delivered on the site, installed (if installation is required), and tested and found to be satisfactory and, further, subject to the requirements of Section 12.
- 15.4 . All funds collected by the school are to be maintained in an internal school account until such time as all prizes are awarded and any/or all required action relative to the campaign is complete.
- 15.5 The school shall not be responsible for advancing money or prepaying for any products or services.

**16. SHIPPING:**

- 16.1 All materials shipped to the County must be shipped F.O.B. destination unless otherwise stated in a subsequent purchase order. The materials must be delivered to the "ship to" address indicated on the purchase order. Fairfax County shall not pay transportation charges unless the contractor received prior approval from the Purchasing Agent.

**17. AUDIT RECORDS:**

- 17.1 The Contractor shall maintain adequate copies of books, records, vouchers, and records of treatment in such a manner that they may be audited in progress and upon three years following completion of the contract. The Contractor, from the effective date of final payment or termination hereunder, shall preserve and make such records available to Fairfax County for a period of three (3) years thereafter.



- 17.2 Upon request, the Contractor shall provide to the Office of Procurement Services an annual financial summary report including, but not limited to, sales and net profit, of all fundraising activities conducted for FCPS schools or school-sponsored organizations
  - 17.3 If the fundraising activity is being conducted by the school or a school-sponsored organization, the school shall maintain a record of all sales, and all receipts shall be accounted for in the school activity fund account. At the completion of the fundraising activity, a payment shall be made to the vendor, less the profit due to the school.
  - 17.4 If the fundraising activity is being conducted by the vendor rather than the school staff or a school-sponsored organization, the school shall require that a record of sales be maintained in order to substantiate gross revenue. All receipts, including cash and checks, shall be accounted for by the vendor. No receipts shall be accounted for in the school activity fund records. Payment of commission or profit shall be made by the vendor to the school upon completion of the fundraising activity
  - 17.5 If the fundraising company is conducting solicitations on behalf of the school for donations of property or money, the school shall require the professional fundraiser to provide verification that it has registered with the Virginia Department of Agriculture and Consumer Services, as required by the Virginia Solicitation of Contributions Law. Any written contract for such services must include a statement that the fundraising company is, and shall remain in compliance with the Virginia Solicitation of Charitable Contributions Law for the duration of the contract
18. TAX EXEMPTION:
- 18.1 Fairfax County Public Schools is exempt from and will not pay Federal Excise Tax, Transportation Tax, or the Commonwealth of Virginia Sales and Use Tax. The Federal Excise Tax Number is 003018644. The Commonwealth of Virginia Sales and Use Tax Certificate may be obtained by calling 571-423-3743.
19. CONTRACT INSURANCE PROVISIONS:
- 19.1 The Contractor shall be responsible for its work and all materials, tools, equipment, appliances, and property of any and all description used in connection with this contract. The Contractor assumes all risk of direct and indirect damage or injury to the property or persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract.
  - 19.2 The Contractor shall, during the continuance of all work under the contract maintain the following minimum insurance:
    - a) Statutory Workers' Compensation and Employer's Liability with limits of at least \$100,000.
    - b) Commercial General Liability insurance with limits of \$1,000,000 each occurrence and \$2,000,000 aggregate including contractual liability, personal and advertising injury, and products, completed operations coverage.
    - c) Automobile Liability insurance in the amount of \$1,000,000 Combined Single Limit covering all vehicles operated or in use by the Contractor in the performance of this contract.
    - d) Professional Liability/Errors and Omissions coverage responding to Contractor's errors, acts, or omissions in the amount of \$1,000,000 per claim and annual aggregate.
    - e) Cyber/Information Technology insurance in the amount of \$1,000,000 per occurrence and annual aggregate, including coverage for costs of third party notification, credit monitoring, and fraud protection.
  - 19.3 Fairfax County Public Schools, the Fairfax County School Board, its officers and employees shall be named as an additional insured in the Automobile and General Liability policies.
  - 19.4 Additional Requirements

- a) The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A:VI.
- b) European markets including those based in London, and the domestic surplus lines markets that operate on a non-admitted basis are exempt from the prior requirement provided that the contractor's broker can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A:VI or better.
- c) Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
- d) Prior to commencement of services and during the term of the contract, the contractor will provide a signed Certificate of Insurance citing the contract number and such coverage as required in this section.
- e) The contractor will secure and maintain all insurance certificates of its subcontractors, if any, which shall be made available to FCPS on demand.

**20. INDEMNIFICATION:**

- 20.1 The contractor shall indemnify, keep and save harmless the County, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, theft, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the County in consequence of the granting of a contract or which may otherwise result there from, if it shall be determined that the act was caused through negligence or error, or omission of the contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the contractor shall, at his or her own expense, satisfy and discharge the same. The contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided.

**21. CONTRACT ALTERATIONS:**

- 21.1 No alterations in the terms of the contract shall be valid or binding upon the County unless made in writing and signed by the Purchasing Agent or his or her authorized agent. Should it become proper or necessary in the execution of this contract to make any change in design or to make any alterations which will increase the expense, the Purchasing Agent shall determine an equitable adjustment.
- 21.2 No payment shall be made to the contractor for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless some changes in or additions to the contract requiring additional outlay by the contractor shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the Purchasing Agent.
- 21.3 The County reserves the right to add similar items/services or delete items/services specified in the resultant contract as requirements change during the period of the contract. Fairfax County and the contractor will mutually agree to prices for items/services to be added to the contract. Contract amendments will be issued for all additions or deletions.

**22. SUBLETTING OF CONTRACT OR ASSIGNMENT OF CONTRACT FUNDS:**

- 22.1 The contractor shall not assign, transfer, convey, sublet or otherwise dispose of his or her contractual duties to any other person, firm or corporation, without the previous written consent of the Purchasing Agent. If the contractor desires to assign his or her right to payment of the contract, contractor shall notify the Purchasing Agent immediately, in writing, of such assignment of right to payment. In no case shall such assignment of contract relieve the Contractor from his



or her obligations or change the terms of the contract.

**23. TERMINATION FOR CONVENIENCE:**

- 23.1 The contract will remain in force for the full period specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and until all requirements and conditions shall have been met, unless:
- a) Terminated prior to expiration date by satisfactory deliveries of entire contract requirements, or upon termination by the County for Convenience or Cause.
  - b) Extended upon written authorization of the Purchasing Agent and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.
- 23.2 The contract may be terminated in whole or in part by the County in accordance with this clause whenever the County Purchasing Agent shall determine that such a termination is in the best interest of the County. Any such termination shall be effected by delivery of a Notice of Termination to the Contractor at least five working days prior to the termination date specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.

**24. TERMINATION OF CONTRACT FOR CAUSE:**

- 24.1 If, through any cause, the Contractor fails to fulfill in a timely and proper manner his or her obligations under this contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this contract, in addition to the County's remedies under the contract and all other rights available at law or in equity, the County shall have the right to immediately terminate this contract. Such termination shall be effected by delivering a notice of termination to the Contractor at any time specifying the effective date of such termination. In such event all finished or unfinished documents, data, studies, surveys, drawings, maps, models, and reports prepared by the Contractor under the contract shall, at the option of the County, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.
- 24.2 Notwithstanding the above, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of contract by the Contractor for the purpose of set off until such time as the exact amount of damages due to the County from the Contractor is determined.

**25. GUARANTIES & WARRANTIES:**

- 25.1 All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on the contract is made. Unless in conflict with this contract or as otherwise stated, manufacturer's standard warranty applies.

**26. GENERAL GUARANTY:**

- 26.1 Contractor agrees to:
- a) Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a contract for which the Contractor is not the patentee, assignee, licensee or owner.
  - b) Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
  - c) Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to his or her own work or to the work of other contractors, for which his or her workers are responsible.
  - d) Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances,

rules and regulations of the County.

- e) Protect the County from loss or damage to County owned property while it is in the custody of the Contractor.

**27. SERVICE CONTRACT GUARANTY:**

27.1 Contractor agrees to:

- a) Furnish services described in the contract at the times and places and in the manner and subject to conditions set forth provided that the County may reduce the said services at any time.
- b) Enter upon the performance of services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and *competence*.
- c) All work and services rendered in strict conformance to all laws, statues, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices and other agents.
- d) Allow services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County. Fairfax County shall be under no obligation to compensate Contractor for any services not rendered in strict conformity with the contract.
- e) Stipulate that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the contract requirements, or be deemed a defense on the part of the Contractor for infraction. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of the contract documents. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.

**28. OFFICIALS NOT TO BENEFIT:**

- 28.1 Upon acceptance of this contract, the Contractor certifies that to the best of his or her knowledge no Fairfax County official or employee having official responsibility for the procurement transaction, or member of his or her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this contract in accordance with the Fairfax County Purchasing Resolution Article 2, Section 4.A.3.

**29. LICENSE REQUIREMENT:**

- 29.1 All firms doing business in Fairfax County shall obtain a license as required by Chapter 4, Article 7.2, of The Code of the Fairfax County, Virginia, as amended, entitled "Business, Professional and Occupational Licensing (BPOL) Tax." Questions concerning the BPOL Tax should be directed to the Department of Tax Administration [http://www.fairfaxcounty.gov/dta/business\\_bpole.htm](http://www.fairfaxcounty.gov/dta/business_bpole.htm) or by telephone (703) 222-8234.

**30. REGISTERING OF CORPORATIONS:**

- 30.1 In accordance with Virginia Code Section 13.1-758, any foreign corporation transacting business in Virginia shall secure a certificate of authority as required by Section 13.1-757 of the Code of Virginia, as amended, from the State Corporation Commission, Post Office Box 1197, Richmond, Virginia 23209.

**31. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:**

- 31.1 A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with Fairfax County pursuant to the Fairfax County Purchasing Resolution shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. Fairfax County



may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

32. COVENANT AGAINST CONTINGENT FEES:

- 32.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For violation of this warranty, the County shall have the right to terminate or suspend this contract without liability to the County or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

33. VENDOR RELATIONS DIVISION:

- 33.1 In connection with the performance of this contract, the Contractor agrees to use his or her best effort to carry out this policy and to insure that small and minority businesses shall have the maximum practicable opportunity to compete for subcontract work under this contract consistent with the efficient performance of this contract. Contractors may rely on oral or written representations by subcontractors regarding their status as small and/or minority business enterprises in lieu of independent investigation. PLEASE COMPLETE THE ATTACHED BUSINESS CLASSIFICATION SCHEDULE.
- 33.2 Where Federal grants or monies are involved it is the policy of Fairfax County, through its agents and employees, to comply with the requirements set forth in the U.S. Office of Management and Budget Circular No. A-102, uniform administrative requirements for Grants and Cooperative Agreements with State and Local Governments, as they pertain to small and minority business utilization.

34. INELIGIBILITY:

- 34.1 Any person or firm suspended or debarred from participation in County procurement shall be notified in writing by the County Purchasing Agent, in accordance with Article 4, Section 1 of the Fairfax County Purchasing Resolution.

35. ORDER OF PRECEDENCE:

- 35.1 In the event of conflict, the provisions of this contract shall take precedence over any other contract document.

36. DELAYS AND SUSPENSIONS:

- 36.1 The County may direct the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time deemed appropriate for the convenience of the County. The County will extend the Contractor's time of completion by a period of time that in the discretion of the Purchasing Agent is reasonably suited for completion of work. The County may further amend the contract by mutual agreement for any increase in the cost of performance of the contract (excluding profit) resulting solely from the delay or suspension of the contract. No adjustment shall be made under this clause for any delay or interruption resulting from any other cause, including the fault or negligence of the Contractor.
- 36.2 If the County does not direct the Contractor, in writing, to suspend, delay, or interrupt the contract, the Contractor must give the County Purchasing Agent written notice if Fairfax County fails to provide data or services that are required for contract completion by the Contractor. The County may extend the Contractor's time of completion by a period of time that in the discretion of the Purchasing Agent is reasonably suited for completion of work. The County may further amend the contract by mutual agreement for any increase in the cost of performance of the contract (excluding profit) resulting solely from the delay or suspension of the contract. No adjustment shall be made under this clause for any delay or interruption resulting from any other cause, including the fault or negligence of the Contractor.

- 36.3 The Contractor shall continue its work on other phases of the project or contract, if in the sole discretion of the Purchasing Agent such work is not impacted by the County's delay, suspension, or interruption. All changes to the work plan or project milestones shall be reflected in writing as a contract amendment.

**37. CONTRACTUAL DISPUTES:**

- 37.1 Any dispute concerning a question of fact as a result of a contract with the County which is not disposed of by agreement shall be decided by the County Purchasing Agent, who shall reduce his decision to writing and mail or otherwise forward a copy thereof to the contractor within ninety (90) days, in accordance with Article 4, Section 5 of the Fairfax County Purchasing Resolution, as amended.

**38. COMPLIANCE WITH FEDERAL, STATE, AND COUNTY LAWS:**

- 38.1 The Contractor will comply with all applicable federal and state laws and with all County ordinances and requirements.

**39. HIPAA COMPLIANCE:**

- 39.1 Fairfax County Government has designated certain health care components as covered by the federal Health Insurance Portability and Accountability Act of 1996. The contractor may be designated by the Purchasing Agent as a business associate pursuant to 45 CFR part 164.504(e) of those agencies identified as health care components of the County, including the Fairfax-Falls Church Community Services Board, upon award of contract. If so designated, the contractor shall be required to execute a Fairfax County Business Associate Agreement and must adhere to all relevant federal, state, and local confidentiality and privacy laws, regulations, and contractual provisions of that agreement. These laws and regulations include, but are not limited to: (1) HIPAA – 42 USC 201, et seq., and 45 CFR Parts 160 and 164; and (2) Va Code – Title 32.1, Health, § 32.1-1 et seq. The contractor shall have in place appropriate administrative, technical, and physical safeguards to ensure the privacy and confidentiality of protected health information. Further information regarding HIPAA compliance is available on the County's website at <http://www.fairfaxcounty.gov/hipaa/default.asp>.

**40. NON-DISCRIMINATION:**

- 40.1 During the performance of this contract, the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor, in accordance with Article 2, Section 4.C of the Fairfax County Purchasing Resolution, as amended.

**41. DRUG FREE WORKPLACE:**

- 41.1 During the performance of this contract, the contractor agrees to provide a drug-free workplace for the contractor's employees in accordance with Article 2, Section 4, B.6 of the Fairfax County Purchasing Resolution, as amended.

**42. AMERICANS WITH DISABILITIES ACT REQUIREMENTS:**

- 42.1 Fairfax County Government is fully committed to the federal Americans with Disabilities Act (ADA), which guarantees non-discrimination and equal access for persons with disabilities in employment, public accommodations, transportation, and all County programs, activities and services. Fairfax County government contractors, subcontractors, vendors, and/or suppliers are subject to this ADA policy. All individuals having any County contractual agreement must make the same commitment. Acceptance of this contract by the Contractor acknowledges the Contractor's commitment and compliance with ADA.



**43. VENUE:**

- 43.1 This contract and its terms, including, but not limited to, the parties' obligations under it, the performance due from each party under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia that would cause the application of any laws other than those of the Commonwealth of Virginia shall not apply. Any and all disputes, claims and causes of action arising out of or in connection with this contract or any performance hereunder, shall be brought in the state courts of Fairfax County, Virginia, or in the United States District Court, Eastern District of Virginia, Alexandria Division.

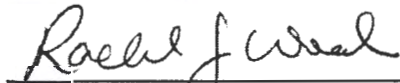
**44. IMMIGRATION REFORM AND CONTROL ACT:**

- 44.1 Contractor certifies that it does not, and shall not during the performance of the contract for goods and services in the Commonwealth knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**45. BACKGROUND CRIMINAL INVESTIGATION/IDENTIFICATION:**

- 45.1 By the signature of its authorized official on this contract, the Contractor certifies that neither the contracting official nor any of the Contractor's employees, agents or subcontractors who will have direct contact with students has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. The Contractor agrees to remove from the contract any employee, agent or subcontractor who has been determined by the School Board to be disqualified from service due to such convictions or the failure to truthfully report such convictions.
- 45.2 The Contractor shall immediately notify the FCPS contract administrator if any Contractor or employee of said Contractor providing services under the contract is arrested or indicted as a defendant in Virginia or any other jurisdiction. FCPS reserves the right to require that the employee be suspended from working on the contract until the charge(s) is adjudicated. This requirement does not apply to minor traffic violations, not requiring the appearance of the employee in court, unless the charge includes the illegal possession, distribution, use or influence of drugs or alcohol.
- 45.3 Due to enhanced security measures, Contractor employees/representatives are required to have photo identification and be able to present same upon request. Contractor employees/representatives shall report to the appropriate administrative and/or main office each time a site is visited. All contractors will be required to wear a company picture ID badge, or temporary name tag, issued by the County, clearly visible above the waist. Contractor employees/representatives who arrive at the County/School facility without appropriate identification badges will immediately be dismissed from the job site.
- 45.4 Failure to comply with the above requirements may result in termination of the contract.

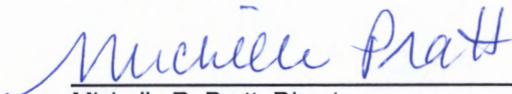
**ACCEPTED BY:**



Rachel Wood, Owner  
Scrawl Books, LLC

2/26/2022

DATE



Michelle R. Pratt, Director  
Office of Procurement Services

3/1/22

DATE

## BUSINESS CLASSIFICATION SCHEDULE

## DEFINITIONS

**Small Business/Organization** – is an independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years.

**Minority Business** – is a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company, or other entity, at least 51% of the equity ownership interest in the corporation, partnership or limited company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals. Such individuals shall include Asian American, African American, Hispanic American, Native America, Eskimo or Aleut.

**Woman-Owned Business** – A business concern that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.

**YOU MUST CLASSIFY YOUR BUSINESS/ORGANIZATION BY MARKING ONE (1) OF THE SIX (6) BOXES IN THE CHART BELOW.** This designation is required of all business/organizations including publicly traded corporations, non-profits, sheltered workshops, government organizations, partnerships, sole proprietorships, etc.

**Examples:**

A small business, Asian woman owned, would mark box C on line 2.

A large business, African-American owned, would mark box V on line 3.

A small non-profit would mark box B on line 1.

A large business, publicly traded on NYSE or NASDAQ, would mark box Y on line 1.

Line	SMALL BUSINESS	LARGE BUSINESS	OWNERSHIP
1.	___ B	___ Y	Regardless of Ownership
2.	<u>X</u> C	___ A	Women-Owned
3.	___ X	___ V	Minority-Owned

NAME OF FIRM: Scrawl Books, LLC



**Attachment A****Price/Profit Schedule**

Contractor proposes the commission and/or profit rate as identified for the fund-raising product/services/activities accomplished under this contract.

Contractor shall list the type(s) of products/services/activities to be provided:

- Bookfairs hosted by the school and staffed by school volunteers will receive a 20% profit of total sales, or 35% profit of total sales as credit for books.
- Author Visits and School Book Readings will receive a 10% profit of total sales, or 20% profit of total sales as credit for books.
- PTA, PTO, and School Sponsored Bookstore Nights, in-store and online bookfairs will receive a 20% profit of total sales, or 35% profit of total sales as credit for books.
- For complete program details visit: [www.scrawlbooks.com](http://www.scrawlbooks.com)

<b>NAME AND ADDRESS OF FIRM:</b>  Scrawl Books, LLC 11777 North Shore Drive Reston, VA 20190	Telephone/Fax No.:	703-966-2111
	E-Mail Address:	<a href="mailto:rachel@scrawlbooks.com">rachel@scrawlbooks.com</a>
	Federal Employer Identification No. <i>or</i>	47-4045445
	Federal Social Security No. (Sole Proprietor)	
	Prompt Payment Discount:	NET 30
	State Corporation Commission (SCC) Identification No.:	
	Contact Person (Minimum 2 working days response time):	Rachel Wood
	Telephone for Contact Person:	703-966-2111
	Email for Contact Person:	<a href="mailto:rachel@scrawlbooks.com">rachel@scrawlbooks.com</a>