



**ARLINGTON
VIRGINIA**

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VIRGINIA 22201**

CONTRACT AWARD COVERPAGE

TO: COURTNEY LEBLANC	DATE ISSUED:	6/30/2023
2327 9TH ST S	CONTRACT NO:	24-AED-SFA-279
ARLINGTON, VA 22204	CONTRACT TITLE:	POET LAUREATE

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

The contract documents consist of the terms and conditions of AGREEMENT No. 24-AED-SFA-279 including any attachments or amendments thereto.

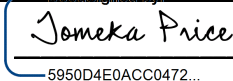
EFFECTIVE DATE: JULY 1, 2023
EXPIRES: JUNE 30, 2025
RENEWALS: N
COMMODITY CODE(S): 96515
LIVING WAGE: N

ATTACHMENTS:
AGREEMENT No. 24-AED-SFA-279

EMPLOYEES NOT TO BENEFIT:
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

<u>VENDOR CONTACT:</u> COURTNEY LEBLANC	<u>VENDOR TEL. NO.:</u>	(240) 298-9111
<u>EMAIL ADDRESS:</u> COURTNEY.LEBLANC2015@GMAIL.COM		
<u>COUNTY CONTACT:</u> DANIEL BRADY (AED- CULTURAL AFFAIRS)	<u>COUNTY TEL. NO.:</u>	(703) 228-0829
<u>COUNTY CONTACT EMAIL:</u> DBRADY@ARLINGTONVA.US		

PURCHASING DIVISION AUTHORIZATION

	Title Procurement Officer	Date 6/30/2023
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ARLINGTON COUNTY, VIRGINIA

STANDARD FORM AGREEMENT No. 24-AED-SFA-279

THIS AGREEMENT ("Agreement") is made on July 1, 2023, between the COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA ("County") and Courtney LeBlanc, with a principal place of business located at 2397 9th St S Arlington, VA 22204 ("Contractor").

1. The Contractor agrees to provide Poet Laureate, for Arlington County as described in EXHIBIT A, SCOPE OF WORK
2. The County will have no obligation to the Contractor if no goods or services are required.
3. The Contractor's provision of these goods or services is subject to review and approval by the County's Project Officer.
4. The Contractor shall provide the goods or services covered by the Contract beginning on July 1, 2023. Unless terminated as provided below, the Agreement shall continue until June 30, 2025.
5. The County will pay the Contractor in accordance with Exhibit B, for services or goods that the Project Officer accepts, \$1,500.00 per fiscal year, with payment to be made in 2 installments of \$1,500.00 each. Total contract value is not to exceed \$5,000.00. The County will pay the Contractor net 45 days from receipt of an invoice that the Project Officer approves for payment. All payments will be made from the County to the Contractor via ACH.

As mutually agreeable, the Contractor shall participate in special events, to include at least one "Poet Is IN" event per fiscal year. The rate shall be \$100/event, not to exceed a total of \$1,000.00 per fiscal year.

6. The Contractor is an independent contractor, and the County will not withhold from the Contractor's compensation any federal or Virginia unemployment taxes, federal or Virginia income taxes, Social Security tax or any other amounts for benefits to the Contractor or its agents or employees.
7. The Contractor is obligated to take one of the two following actions within seven (7) days after receipt of amounts paid to the Contractor by the County for work performed by any subcontractor under this Agreement:
 - a. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Agreement; or

- b. Notify the County and the subcontractor, in writing, of the Contractor's intention to withhold all or a part of the subcontractor's payment, with the reason for nonpayment.

The Contractor is obligated to pay interest to any subcontractor on all amounts owed by the Contractor to the subcontractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from the County for work performed by the subcontractor under this Agreement, except for amounts withheld as allowed in section b., above. Unless otherwise provided under the terms of this Agreement, interest shall accrue at the rate of one percent (1%) per month.

The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements as those contained in this Agreement with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the above provisions may not be construed to be an obligation of the County. A Contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

8. The County may terminate this Agreement by 30 days' written notice whenever the Purchasing Agent determines that termination is in the County's best interest. The Contractor will be entitled to receive compensation for all goods or services that the County accepted before the termination notice.
9. The County may terminate this Agreement by 48 hours' written notice if the Contractor fails to provide satisfactory goods or services, in the determination of the Project Officer. The notice will be effective upon receipt by the Contractor or three days after the County mails the notice, whichever is sooner. The Contractor will be entitled to receive compensation only for goods or services that the County accepted before the County mailed the notice. The Contractor will be liable to the County for all costs that the County incurs after the termination takes effect to complete the Work covered by the Contract, including delay costs and costs to repair or replace any unsatisfactory work. The County may deduct these costs from any amount that it owes the Contractor or require that the Contractor pay the costs on demand.
10. Time is of the essence and the Contractor agrees that failure to provide timely service will render this Agreement null and void.
11. The County will provide the following insurance for the Contractor's work under this Agreement:
 - Commercial General Liability (CGL) \$1,000,000 combined single limit with \$1,000,000 annual aggregate coverage. This coverage will only apply to the work of the Contractor, not to the work of any subcontractors.
 - Workers Compensation-Virginia statutory workers compensation (W/C) coverage, including Virginia benefits and employer's liability with limits of \$500,000/500,000/500,000 unless the Contractor does not meet the requirements of the VA statutes that requires Workers Compensation

The insurance the County is providing will not relieve the Contractor from any liability or obligation

imposed by the Contract Documents that are not deemed compensable by the policy or exceeds the policy limits.

The Contractor is responsible for the Work and for all materials, tools, equipment, appliances and property used in connection with the Work. The Contractor assumes all risks for direct and indirect damage or injury to the property used or persons employed in connection with the Work and for of all damage or injury to any person or property, wherever located, resulting from any action, omission, commission or operation under the Contract or in connection in any way whatsoever with the Work.

Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the County. The Contractor is as fully responsible to the County for the acts and omissions of its subcontractors and of persons employed by them as it is for acts and omissions of persons whom the Contractor employs directly.

The Contractor shall require all subcontractors to maintain during the term of this agreement, Commercial General Liability insurance, Business Automobile Liability insurance, and Workers' Compensation and Employers' Liability insurance, in the same manner as specified for the Contractor. The Contractor shall furnish subcontractors' certificates of insurance to the County immediately upon request.

The Contractor shall be as fully responsible to the County for the acts and omissions of the subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.

12. The Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability or on any other basis prohibited by Virginia or federal law and must post in this nondiscrimination clause in conspicuous places, available to employees and applicants for employment.
- b. The Contractor must state that it is an Equal Opportunity Employer in all solicitations or advertisements for employees that it places or causes to be placed.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall meet the requirements of this section.
- d. The Contractor must include the provisions of the foregoing paragraphs a), b), and c) in every subcontract or Purchase Order in excess of \$10,000.00, so that the provisions will be binding upon each subcontractor and/or supplier.

13. The Contractor must comply with the provisions of the Americans with Disabilities Act of 1990, which prohibits discrimination against individuals with disabilities in employment and mandates their full participation in publicly- and privately provided services and activities.

14. The Contractor must (i) provide a drug-free workplace for the Contractor's employees; (ii) post in

conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of marijuana or any other controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order in excess of \$10,000.00, so that the provisions will be binding upon each subcontractor or supplier. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with this Agreement.

15. If the Contractor employs more than five employees, the Contractor shall (i) provide annual training on the Contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the Contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the Contractor owns or leases for business purposes and (b) the Contractor's employee handbook.
16. The Contractor acknowledges that it does not, and will not during the performance of this Agreement, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
17. This Agreement is governed by the Arlington County Purchasing Resolution, which is incorporated by reference. The time limit for decision by the County Manager in Contractual Disputes, as that term is used in the Purchasing Resolution, is thirty (30) days.
18. This Agreement is not effective until the County issues a valid County Purchase Order covering the amount of the Agreement.
19. All payments by the County to the Contractor pursuant to this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County, Virginia ("Board"). In the event that the Board does not appropriate funds for the goods or services provided under this Contract, the County will terminate the Contract, without termination charge or other liability to the County, on the last day of the fiscal year or when the previous appropriation has been spent, whichever event occurs first.
20. This Contract incorporates by reference Article 9 of the Arlington County Purchasing Resolution, as well as all state and federal laws related to ethics, conflicts of interest or bribery, including the State and Local Government Conflict of Interests Act (Code of Virginia § 2.2-3100 et seq.), the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Code of Virginia, as amended (§ 18.2-438 et seq.). The Contractor certifies that its proposal was made without collusion or fraud; that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor; and that it has not conferred on any public employee having official responsibility for this procurement any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

21. No Arlington County employee may share in any part of this Contract or receive any benefit from the Contract that is not available to the general public.
22. The County does not discriminate against faith-based organizations.
23. The Contractor and its employees, agents and subcontractors will hold as confidential all County Information that they obtain under this Agreement. Confidential Information includes, but is not limited to, nonpublic personal information; personally, identifiable health information; security numbers; addresses; dates of birth; information pertaining to products, operations, systems, customers, prospective customers, techniques, intentions, processes, plans and expertise. The Contractor must take reasonable measures to ensure that all of its employees, agents, and subcontractors are informed of and abide by this requirement.
24. The Contractor must comply with the provisions of Chapter 11 ("Licenses") of the Arlington County Code, if applicable. For information on the provisions of that Chapter and its applicability to this Contract, the Contractor must contact the Arlington County Business License Division, Office of the Commissioner of the Revenue, 2100 Clarendon Blvd., Suite 200, Arlington, Virginia, 22201, telephone number (703) 228-3060, or e-mail business@arlingtonva.us.
25. The Contractor must, pursuant to Code of Virginia § 2.2-4311.2, be and remain authorized to transact business in the Commonwealth of Virginia during the entire term of this Agreement. Otherwise, the Contract is voidable at the sole option of and with no expense to the County.
26. This Agreement is governed in all respects by the laws of the Commonwealth of Virginia, and the jurisdiction and venue for any litigation is in the Circuit Court for Arlington County, Virginia, and in no other court.
27. The Contractor covenants for itself, its employees and its subcontractors to save, defend, hold harmless and indemnify the County and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards and commissions (collectively the "County Indemnitees") from and against any and all claims made by third parties for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorneys' fees), charges, liability, demands or exposure resulting from, arising out of or in any way connected with the Contractor's acts or omissions, including the acts or omissions of its employees and/or subcontractors, in performance or nonperformance of the Contract. This duty to save, defend, hold harmless and indemnify will survive the termination of this Contract. If the Contractor fails or refuses to fulfill its obligations contained in this section, the Contractor must reimburse the County for any and all resulting payments and expenses, including reasonable attorneys' fees. The Contractor must pay such expenses upon demand by the County, and failure to do so may result in the County withholding such amounts from any payments to the Contractor under this Contract.

28. Notices will be effective when made in writing and either (a) delivered in person, (b) delivered to an overnight delivery service or (c) deposited in the United States mail, certified or registered. Notices should be addressed as follows:

TO THE CONTRACTOR:

Courtney LeBlanc
2327 9th St S
Arlington, VA 22204
Phone: (240) 298-9111
Email: Courtney.leblanc2015@gmail.com

TO THE COUNTY:

The County Project Officer
Daniel Brady, Literary Program Specialist
Arlington County, Virginia
3700 S Four Mile Run Drive
Arlington, VA 22206
Phone: (703) 228-0829
Email: dbrady@arlingtonva.us

AND

Dr. Sharon T. Lewis, Purchasing Division Chief
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500A
Arlington, Virginia 22201
Phone: (703) 228-3294
Email: slewis1@arlingtonva.us

TO COUNTY MANAGER'S OFFICE (FOR PROJECT CLAIMS):

Mark Schwartz, County Manager
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 318
Arlington, Virginia 22201

29. The Contractor must retain all books, records and other documents related to this Contract for at least five years, or such period of time required by the County's funding partner(s), if any, whichever is greater, after the final payment and must allow the County or its authorized agents to examine the documents during this period and during the Contract Term. The Contractor must provide any requested documents to the County for examination within 15 days of the request, at the Contractor's expense. Should the County's examination reveal any overcharging by the Contractor, the Contractor must, within 30 days of County's request, reimburse the County for the overcharges and for the reasonable costs of the County's examination, including, but not limited to, the services of external audit firm and attorney's fees; or the County may deduct the overcharges and examination costs from any amount that the County owes to the Contractor. If the Contractor wishes to destroy or dispose of any records related to this Contract (including confidential records to which the County does not have

ready access) within five years after the final payment, or such period of time required by the County's funding partner(s), if any, whichever is greater, the Contractor must give the County at least 30 days' notice and must not dispose of the documents if the County objects.

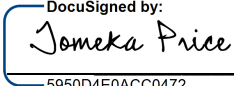
The Purchasing Agent may require the Contractor to demonstrate that it has the necessary facilities, ability, and financial resources to comply with the Contract and furnish the service, material or goods specified herein in a satisfactory manner at any time during the term of this Contract.

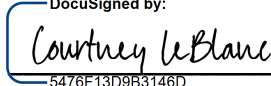
- 30. The Contractor shall not assign or transfer this Agreement, or any of its rights or interests, without the County's prior written consent.
- 31. This Agreement may be modified only by written amendment.
- 32. All remedies available to the County under this Agreement are cumulative, and no remedy is exclusive of any other that is available to the County at law or in equity.
- 33. The sections, paragraphs, sentences, clauses and phrases of this Agreement are severable; and if any part is held to be invalid, the rest of the Agreement will remain in effect.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE AFFIXED THEIR SIGNATURES.

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

COURTNEY LEBLANC

SIGNED: 
5950D4E0ACC0472...

SIGNED: 
5476F13D9B3146D...

PRINTED NAME: Tomeka Price

PRINTED NAME: Courtney LeBlanc

PRINTED TITLE: Procurement Officer

PRINTED TITLE: Contractor

DATE: 6/30/2023

DATE: 6/30/2023

EXHIBIT A – SCOPE OF WORK

The Contractor shall:

- Write at least two (2) original poems per fiscal year (July 1-June 30), in consultation with the County project officer. Poems should be reflective of County priorities such as Affordable Housing, Diversity, Equity and Inclusion, Environment, etc. These poems will be presented at public readings and/or in honor of occasions of special civic significance when appropriate (i.e., Martin Luther King Holiday, 9/11 Commemoration Events, etc.). County staff will work to integrate the Contractor into existing groups and programs rather than create new events.
- Attend a public naming ceremony and receive a plaque to be installed in Courthouse Plaza, Ellen M. Bozman Government Center, 2100 Clarendon Boulevard, Arlington, VA 22201.
- Serve as a juror for the annual “Moving Words” adult poetry competition and contribute one poem each year to be displayed on Arlington's ART Buses along with the winning poems.
- Participate in special events, to include at least one “Poet Is IN” event, as mutually agreeable.
- Remain a resident of the County for the duration of the Contract term (July 1, 2023 - June 30, 2025).
- Poems written for the County will remain the property of the Contractor, but the County will have the right to use the poems in any publication of the poems elsewhere and will note that the poem is an original work written for Arlington County.

As mutually agreeable, between the Contractor and the County project officer, the Contractor may facilitate community engagement program(s) to engage the public with poetry and the literary arts and to bring poetry to a wider audience. Program(s) may include workshops, readings, events with students, and more. Final program approval is at the discretion of the County's Project Officer.

EXHIBIT B – PAYMENT SCHEDULE

ACTIVITY	PAYMENT
Execution of Contract FY24 payment	\$1,500.00
Special events in FY24	\$100/event; Not to exceed \$1,000.00
July 1, 2024 FY25 payment	\$1,500.00
Special events in FY25	\$100/event; Not to exceed \$1,000.00
TOTAL	\$5,000.00