

## CONTRACT

### DINWIDDIE COUNTY BACK INDEXING OF HISTORICAL DOCUMENTS

The Agreement is made this 27<sup>th</sup> day of February 2017, by and between **US Imaging, Inc.**, of 400 S. Franklin Street, Saginaw, MI 48607 (party of the first part, and hereinafter known as “Contractor”), and the **County of Dinwiddie**, Virginia (party of the second part, and hereinafter known as “County”).

**WHEREAS**, pursuant to the Virginia Public Procurement Act, County solicited quotes to provide back indexing of historical documents; and

**WHEREAS**, Contractor submitted a quotes for same, consistent with the Request for Quotations; and

**WHEREAS**, Contractor was selected as the lowest responsive, responsible bidder; and

**WHEREAS**, County has selected Contractor to provide services;

**NOW THEREFORE**, in consideration of the mutual benefits, promises, and undertakings, the sufficiency and receipt of which are acknowledged, the following terms and conditions are agreed to by the parties to this Contract:

1. **Incorporation by Reference.** The following are made a part hereof as if the same were fully set forth herein, and if any discrepancies arise between the documents, they will prevail in the following order: (1) this Contract, (2) Request for Quotations RFQ # 17-012017 including any addenda, and (3) Contractor’s bid dated February 10, 2017. This procurement is governed by the Virginia Public Procurement Act and the Dinwiddie County Purchasing Policies and Procedures. All terms and conditions of the Act and the Policies and Procedures are hereby adopted and incorporated by reference herein.
2. **Time of Performance.** Contractor agrees to provide services per agreed upon timeline for each task.
3. **Term of Contract.** The term of this contract shall be for two (2) years with the option for renewals under the terms, conditions and unit pricing of the original contract for up to four (4) terms of two (2) years each, unless either party gives written notification to the other party sixty (60) days prior to expiration of the then-current term that they do not wish to renew. The contract and any renewals are subject to the availability of funds and annual appropriations by the Board of Supervisors. Price increases, if any, shall be in accordance with the original contract or negotiated at time of renewal. **At no time shall the cumulative cost of the Contract exceed One Hundred Thousand and no/100 dollars (\$100,000).**

4. **Costs.** Contractor agrees to perform all work pursuant to this Contract for the unit prices listed below (the “Contract Price”):

Field	<i>Pricing is per field per document</i>		
	Fully Handwritten	Partial	Fully Printed
Recorded Date	\$.0189	\$.0017	\$.0129
Book No	.0032	.0032	.0032
Page No	.0042	.0032	.0032
Instrument/Document No	.0053	.0042	.0042
Instrument Type Code	.0109	.0098	.0074
Legal Description	.3413	.3071	.2321
Grantor Names	.0956	.0860	.0650
Grantee Names	.0956	.0860	.0650
Decedent Name	.0284	.0255	.0193
Heir Names	.0956	.0860	.0650
Plaintiff Names	.1890	.1701	.1285
Defendant Names	.1890	.1701	.1285
Case Number	.0189	.0170	.0129

Payment shall be made to Contractor within thirty (30) days after receipt of invoice and after County has inspected and tested the work and notified Contractor of its acceptance of same.

5. **Notices.** Any notices required shall be in writing, unless otherwise permitted hereunder, and shall be deemed received five (5) days after mailing of same in the U. S. Mail with postage prepaid at the addresses set forth below or upon actual receipt:

<u>Notice to County shall be made to:</u>	<u>Notice to Contractor shall be made to:</u>
W. Kevin Massengill	Joshua Dosson
County Administrator	US Imaging, Inc.
P. O. Drawer 70	400 S. Franklin Street
Dinwiddie, Virginia 23841	Saginaw, MI 48607
(804) 469-4500	(989) 992-3890
accounting@dinwiddieva.us	jdosson@us-imaging.com

6. **General Terms and Conditions.** During the term of this Contract, Contractor agrees to procure and maintain insurance which meets all County’s requirements in the Request for Quotations.
7. **Counterparts.** This Agreement may be executed in one or more counterparts each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Signed signature pages may be transmitted by facsimile or as an attachment to an email, and any such signature shall have the same legal effect as an original.
8. **Severability.** If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.
9. **Miscellaneous.** This Contract shall be governed by the laws of the Commonwealth of Virginia. Jurisdiction and venue for any litigation arising out of or involving this Agreement shall lie in the

Circuit Court of the County of Dinwiddie, Virginia, and such litigation shall be brought only in such courts. All pronouns used herein shall refer to every gender. Headings or titles in this Contract are only for convenience and shall have no meaning or effect upon the interpretation of the provisions of this Contract. This Contract is the entire agreement between the parties and may not be amended or modified, except by writing, signed by each party. If any provision of this Contract is determined to be unenforceable, then the remaining provisions of this Contract shall be interpreted as in effect as if such unenforceable provision were not included therein.

**IN WITNESS WHEREOF**, the parties hereto have executed this Contract as of the day first written above.

County of Dinwiddie, Virginia

By: 

W. Kevin Massengill  
County Administrator

Attest: 

US Imaging, Inc.

By: 

Title: National Account Manager

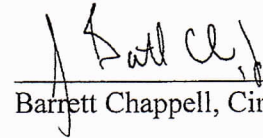
Attest: 

Approved as to form:



Tylee Southall, County Attorney

Department Approval:



Barrett Chappell, Circuit Court Clerk