

## EXHIBIT A

### EOU – STANDARD TERMS AND CONDITIONS FOR GOODS

These Standard Terms and Conditions for Goods shall govern the purchase by EOU from the Contractor and shall replace and supersede any terms and conditions presented by Contractor or any sales quotations, order acknowledgements, or similar forms unless otherwise specified in the Solicitation Documents or on the face of the Purchase Order issued by EOU.

#### 1. Definitions:

As used in this Contract, the terms set forth below are defined as follows:

- a. "Contract" means only the documents listed below, which, in the event of any conflicts among them, must be interpreted in the following order of precedence:
  - i. The Solicitation Document and its Attachments and Addenda, if any; and
  - ii. The Purchase Order issued by EOU
- b. "Contractor" means a person or organization with whom EOU has contracted for the provision of goods pursuant to this Contract;
- c. "Contractor Intellectual Property" means any intellectual property owned by Contractor and developed independently from Contractor's performance of this Contract;
- d. "OAR" means the Oregon Administrative Rules;
- e. "ORS" means Oregon Revised Statutes;
- f. "EOU" means the State of Oregon, acting by and through the State Board of Higher Education, on behalf of Eastern Oregon University;
- g. "Solicitation Document" means the Request for Quotes, Invitation for Bid, Request for Proposals, or any other written document issued by EOU that outlines the required specifications necessary to submit a responsive quote, bid, proposal, or any other response;

#### 2. Access to Records:

Contractor shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this contract. EOU, the Oregon State Board of Higher Education, Oregon Secretary of State, federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain such books and records for EOU's review for at least six years beyond the Term of the Contract unless EOU authorizes a shorter period in writing. Contractor shall promptly remedy any discrepancies involving deviation from the terms of this Contract and shall promptly reimburse EOU for any commitments or expenditures found by EOU to be in excess of amounts authorized by EOU.

#### 3. Affirmative Action:

Pursuant to OAR 580-062-0030, Contractor certifies that the Contractor has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

#### 4. Applicable Law; Jurisdiction and Venue:

- a. This Contract is governed and shall be construed in accordance with the laws of the State of Oregon, without resort to any other jurisdiction's conflict of law rules or doctrines. Any claim, action, or suit between EOU and Contractor that arises out of or relates to performance of this Contract must be brought and conducted solely and exclusively within the Circuit Court for Union County, for the State of Oregon.
- b. Notwithstanding the foregoing paragraph, if a claim must be brought in federal forum, it must be brought and adjudicated solely and exclusively in the United States District Court for the District of Oregon. This paragraph applies to a claim brought against EOU only to the extent Congress has validity abrogated EOU's sovereign immunity and is not consent by EOU to be sued in federal court. This paragraph is also not a waiver by EOU of any form of immunity, including without limitation sovereign immunity and immunity based on the Eleventh Amendment to the United States Constitution.
- c. Except as set forth in the paragraph above, the parties consent to in personam jurisdiction in the above courts and waive any objection to venue and any objection that the forum is inconvenient.

#### 5. Assignment/Subcontract/Successors:

Contractor shall not assign, sell, transfer, or subcontract rights, or delegate responsibilities under this Contract, in whole or in part, without the prior written approval of the EOU Facilities & Planning Department, and any attempt by Contractor to assign, sell, transfer, or subcontract rights or delegate responsibilities under this Contract, without first acquiring written approval of the EOU Facilities & Planning Department, is void. No such written approval from EOU relieves Contractor of any obligations of this Contract, however, and any assignee, new owner, transferee or subcontractor will be considered an agent of Contractor. Contractor shall remain liable to EOU under the Contract as if no such assignment, sale, transfer, or subcontract had occurred. The provisions of this Contract are binding upon and will inure to the benefit of the parties to the Contract and their respective permitted successors and assigns.

#### 6. Compliance with Applicable Law:

Contractor shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Contract. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations and executive orders to the

extent they are applicable to the Contract: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) ORS Chapter 659, as amended; (ix) all regulations and administrative rules established pursuant to the foregoing laws; and (x) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Contract and required by law to be so incorporated.

**7. Confidentiality:**

This Contract is subject to the limitations and conditions of the Oregon Public Records Law, ORS 192.410-192.505.

**8. Delivery:**

All deliveries are F.O.B. destination with all transportation and handling charges paid by the Contractor, unless specified otherwise in the Solicitation Documents or on the face of the Purchase Order issued by EOU. Responsibility and liability for loss or damage remain with the Contractor until final inspection and acceptance, when responsibility passes to EOU except as to latent defects, fraud and Contractor's warranty obligations.

**9. Export Control:**

Contractor acknowledges the EOU has students and faculty who are foreign nationals who may work with the services, product or technology received from Contractor pursuant to this Contract. Contractor represents that it has informed EOU in writing, prior to executing this Contract if it is provided EOU any product or technology subject to the U.S. Export Administration Act of 1979, the Export Administration Regulations and the International Traffic in Arms Regulations, and if so, under what Commerce Control List number(s) or U.S. Munitions List number(s) it is controlled.

**10. Force Majeure:**

Neither EOU nor Contractor shall be held responsible for delay or default caused by fire, riot, act of nature, terrorist acts, or other acts of political sabotage, or war where such cause was beyond, respectively, EOU's or Contractor's reasonable control. Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligations under the Contract. However, if a default or delay due to a force majeure event continues for an unreasonable time, as determined by EOU, then EOU is entitled to terminate the Contract.

**11. Government Employment Status:**

Contractor certifies that it is not currently employed by the federal government and not an employee of EOU.

**12. Indemnity, Responsibility for Damages:**

- a. Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, any willful or negligent act or omission of Contractor, its subcontractors, or employees under this Contract. Contractor shall save, defend, indemnify, and hold harmless EOU, the Oregon State Board of Higher Education, the State of Oregon and their agencies, subdivisions, officers, directors, agents, members, and employees from all claims, suits, and actions resulting from or arising out of the willful or negligent acts or omissions of Contractor or its subcontractors, officers, directors, agents, members, and employees acting under this contract.
- b. Without limiting the generality of this section a., Contractor expressly agrees to defend, indemnify, and hold EOU, the Oregon State Board of Higher Education, the State of Oregon and their agencies, subdivisions, officers, directors, agents, members, and employees harmless from any and all claims, suits, actions, losses, liabilities, costs, expenses and damages arising out of or related to any claims that the services or any other tangible or intangible goods delivered to EOU by Contractor that may be the subject of protection under any state or federal intellectual property law or doctrine, or EOU's use thereof infringes any patent, copyright, trade secret, trademark, trade dress, mask work, utility design, or other proprietary right of any third party; provided, the EOU shall provide Contractor with prompt written notice of any infringement claim.
- c. Contractor shall have control of the defense and settlement of any claim that is subject to a. or b.; however, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without first receiving from the Oregon Attorney General, in a form and manner determined appropriate by the Attorney General, authority to act as legal counsel for the State of Oregon, nor shall Contractor or settle any claim on behalf of the State of Oregon without the approval of the Attorney General. The State of Oregon may, at its election and expense, assume its own defense and settlement in the event that the State of Oregon determines that Contractor is prohibited from defending the State of Oregon, or is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue and the State of Oregon desires to assume its own defense.

**13. Inspections:**

Goods furnished under this Contract are subject to inspection and test by EOU at times and places determined by EOU. If EOU finds goods furnished to be incomplete or not in compliance with the Contract, EOU at its sole discretion, may either reject the goods, require Contractor to correct any defects without charge, or negotiate with Contractor to sell the goods to EOU at a reduced price, whichever EOU deems appropriate under the circumstances. If Contractor is unable or refuses to cure any defects within a time deemed reasonable by EOU, EOU may reject the goods and cancel the Contract in whole or in part. Nothing in this paragraph is to in any way affect or limit EOU's right as a Buyer, including the rights and remedies relating to rejection under ORS 72.6020 and revocation of acceptance under ORFS 72.6080.

**14. Insurance:**

Contractor shall secure at its own expense and keep in effect during the term of this Contract general liability or professional liability insurance as deemed applicable by EOU with limits of not less than four million dollars (\$4,000,000) aggregate, unless otherwise specified in writing by EOU. Insurance policies are to be issued by an insurance company authorized to do business in the State of Oregon with a rating of A or better, or as deemed acceptable by EOU. If requested, Contractor shall provide proof of insurance of said insurance policy. If any of the liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this Contract for a duration commiserate with the statute of limitations for tort claims in Oregon.

**15. Invoices:**

Contractor shall send invoices to EOU for goods and services accepted by EOU to EOU's Facilities & Planning Department at the address specified in the Purchase Order. Contractor shall include in each invoice:

- a. The Purchase Order number;
- b. The quantity of goods ordered, the quantity of goods delivered, the date goods were delivered, the price per unit;
- c. A detailed description of any services performed, the dates services were performed, the rate or rates for services performed, and the total cost of services; and
- d. The total amount due and the payment address.

EOU shall pay Contractor for services performed at the prices and rates specified herein. Contractor shall look solely to EOU for payment of all amounts EOU owes to Contractor. Payment of EOU contracts is normally made within 30-45 days following the date the invoice is received. After 45 days, Contractor may assess overdue account charges up to a maximum of two-thirds of one percent (2/3 of 1%) per month or eight percent (8%) per annum on the outstanding balance (ORS 293.462).

**16. Necessary Components:**

Unless specified otherwise, Contractor shall include all components, hardware and parts necessary for complete and proper assembly, installation and operation of goods.

**17. Non-Compliance:**

If any goods or component parts are recalled by a regulatory body or the manufacturer, or discovered by Contractor not to comply with applicable regulatory standards or the Specifications, Contractor shall immediately notify EOU of the recall or non-compliance, and shall provide copies of the recall notice or notice of non-compliance, as applicable, and all other supporting documentation for the recall or non-compliance determination. EOU may elect to (a) reject goods in whole or in part, or (b) revoke its acceptance of goods in whole or in part. If EOU rejects goods or revokes its acceptance of goods, Contractor shall remove the particular goods from EOU's possession at no cost to EOU and shall reimburse EOU for all payments made for those goods.

**18. Notice:**

Unless otherwise specified, any notice pursuant to this Contract shall be validly given if in writing and delivered to the other party via e-mail, fax, or by registered or certified mail, postage prepaid, to the respective addresses of Contractor and EOU.

**19. EOU Name and Trademark:**

Contractor's shall not use names, marks or trademarks identifying EOU, or any department or office of EOU, or in any other way identify EOU without prior written approval from EOU's Office of University Advancement.

**20. Parking:**

Contractors doing business on the EOU campus may be required to have a permit to park, if utilizing restricted street parking or parking lots. Contractor parking permits may be picked up from EOU's Facilities & Planning office.

**21. Recyclable Products:**

Contractors will use recyclable products to the maximum extent economically feasible in the performance of the Contract.

**22. Retirement System Status:**

Contractor is not a contributing member of the Public Employees' Retirement System and will be responsible for any federal or state taxes applicable to payment under this Contract. Contractor will not, by virtue of this Contract, be eligible for federal Social Security, employment insurance, workers' compensation or the Public Employees' Retirement System, except as a self-employed individual.

**23. Safety and Health Requirements/Hazard Communication:**

Goods supplied under this Contract shall comply with all Federal Occupational Safety and Health Administration (OSHA) requirements and with all Oregon Safety and health requirements, including those of the State of Oregon Workers' Compensation Division. Contractor shall notify EOU prior to using products containing hazardous chemicals to which EOU employees may be exposed. Products containing hazardous chemicals are those products defined by Oregon Administrative Rules, Chapter 437. Upon EOU's request, Contractor shall immediately provide Material Safety Data Sheets, as required by OAR 437-155-025, for the products subject to this provision.

**24. Severability:**

The invalidity, illegality or enforceability of any provision of this Contract shall not affect the validity, legality or enforceability of any other provision of this Contract, which shall remain in full force and effect and shall be liberally construed in order to effectuate the purpose and intent of this Contract.

**25. Sexual Harassment:**

The State Board of Higher Education has adopted policies applicable to Contractors that prohibit sexual harassment, and Contractor's company and employees are required to adhere to EOU's policy prohibiting, sexual harassment in their interactions with members of the EOU community.

**26. Standard Components:**

Unless Specified, Contractor shall provide goods with all components and accessories that the manufacturer lists as "standard" for goods.

**27. Survival:**

The terms and conditions of this Contract that by their sense and context are intended to survive termination or expiration hereof shall so survive.

**28. Tax Compliance Certification:**

Contractor certifies under penalty of perjury that Contractor is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323 and the elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620.

**29. Termination:**

This Contract may be terminated at any time by mutual consent of both parties or by EOU upon thirty (30) days' notice in writing and delivered by certified mail or in person to the other party. In addition, EOU may terminate this Contract at any time by written notice to Contractor if (a) federal or state statutes, regulations or guidelines are modified or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract; (b) any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this Contract is for any reason denied, revoked, or not renewed; or (c) EOU fails to receive sufficient legislative appropriations (or from applicable federal, state, or other sources) to permit EOU, in the exercise of its reasonable administrative discretion, to fulfill its obligations under this Contract, or if the EOU program for which this Contract was executed is abolished. This Contract may also be terminated by EOU for default (including breach of contract) if (a) Contractor fails to timely provide services or materials called for by this Contract; or (b) Contractor fails to perform any of the other provisions of this Contract, or so fails to pursue the work as to endanger performance of this Contract in accordance with its terms and conditions, and after receipt of written notice from EOU, fails to correct such failures within ten (10) days. The rights and remedies of EOU provided in the above clause related to defaults (including breach of contract) by Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

**30. Third Party Beneficiary:**

EOU and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise to third parties.

**31. Waiver:**

Failure of EOU to enforce any provision of this Contract will not constitute a waiver or relinquishment by EOU of the right to such performance in the future nor of the right to enforce any other provision of this Contract.

**32. Warranties:**

Unless specified, Contractor shall deliver goods that are new, unused and produced from current production inventory. Contractor shall provide goods manufactured from only those components that the manufacturer offers in the manufacturer's current parts catalogue for goods and carry full manufacturer warranties. Contractor warrants all goods delivered to be free from defects in labor, material, and manufacture and to be in compliance with specifications in the Solicitation Document. All implied or expressed warranty provisions of the Uniform Commercial Code, at ORS Chapter 72, are incorporated into this Contract. All warranties run to EOU.

**33. Workers' Compensation:**

The Contractor, its subcontractors, if any, and all employers providing work, labor or materials under this Contract are subject employers under the Oregon Workers' Compensation law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers, unless such employees are exempt under ORS 656.126.

**34. Merger:**

**THIS CONTRACT CONSTITUTES THE ENTIRE CONTRACT BETWEEN THE PARTIES, THERE ARE NO UNDERSTANDINGS, ORAL OR WRITTEN NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER IS EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN.**