

CONTRACT AGREEMENT

by and between

CUYAHOGA COUNTY, OHIO

and

CALIBRATE INC.

THIS AGREEMENT (the "Contract") is made and entered into this ____ day of July, 2012, by and between Cuyahoga County, Ohio ("the County"), on behalf of the Cuyahoga County Medical Examiner's Office and Calibrate Inc. (hereinafter the "Provider"), with corporate offices located at 610 Jones Ferry Road, Suite 210, Carrboro, North Carolina 27510 to provide maintenance service and calibration on single channel, multi channel, and repeater channel pipettes, including ISO 17025 certification where applicable.

WHEREAS, the County has a present need for maintenance service, calibration and certification on single channel, multi channel, and repeater channel pipettes, including ISO 17025 certification where applicable, at the Cuyahoga County Medical Examiner's Office; and

WHEREAS, Calibrate Inc., is awarded this contract, and agrees to provide service as required; and

WHEREAS, the County desires to avail itself of service from Provider for maintenance service, calibration and certification on single channel, multi channel, and repeater channel pipettes, including ISO 17025 certification where applicable, located at the Cuyahoga County Medical Examiner's Office and Provider is willing to provide such service to the County all upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Provider and the County agree as follows:

ARTICLE I – AGREEMENT AND TERM

- 1.1 Scope of Agreement. During the term of this Contract, Provider shall provide the County with maintenance service and calibration on single channel, multi channel, and repeater channel pipettes including ISO 17025 certification where applicable at the Cuyahoga County Medical Examiner's Office, as set forth in Schedule A.
- 1.2 Term. The term of this Contract shall commence as of September 1st, 2012; and, unless earlier terminated, in accordance with the provisions of this Contract, shall continue in effect for a period of two years and 4 months from commencement date. (09/01/12 - 12/31/14). The cost of this Contract shall not exceed **Nineteen Thousand Six Hundred Dollars and 00/100 (\$19,600.00)**. In the event of such unforeseen circumstances the contract shall be amended by written agreement and approved by the County prior to the expiration of the

original term of the contract to cover the additional time period and funds that may be required.

ARTICLE II – SCOPE OF WORK

- 2.1 Rendering of Services. Provider hereby agrees to render the services identified in Article 1.1 and incorporated by reference herein at a total price which, except as provided in Section 1.2, shall not exceed the amount of **Nineteen Thousand Six Hundred Dollars and 00/100 (\$19,600.00).**

ARTICLE III – PAYMENT AND INVOICING

- 3.1 Payment. During the term of this contract, the County shall pay Provider annually, for all services performed under this Contract, upon receipt of said invoice and the approval of the Cuyahoga County Executive. In no event shall total compensation under this Contract, including expenses, exceed **Nineteen Thousand Six Hundred Dollars and 00/100 (\$19,600.00).**

- 3.2 Invoicing. The Provider shall submit an original invoice, submitted upon services rendered to the County Medical Examiner's Office, at the address noted below:

Cuyahoga County Medical Examiner's Office
11001 Cedar Avenue
Cleveland, Ohio 44106

ARTICLE IV - INDEMNITIES AND LIABILITIES

- 4.1 Subcontracting. This Contract was awarded to Provider based upon Provider's unique qualifications and skills, and no task required to be performed under this contract by Provider shall be subcontracted to third parties without the express written consent of Cuyahoga County.

- 4.2 Indemnification. Provider shall agree to release, indemnify and to hold harmless Cuyahoga County and any and all officers, agents, servants or employees thereof, from any and all responsibility or liability for Provider's gross negligence or willful misconduct under this contract. Provider acknowledges that as a political subdivision, the County is prohibited by law from entering into an indemnification agreement and that no provision of this Contract or any other contract or agreement between Provider and the County may be interpreted to obligate the County to indemnify Provider or any other party.

ARTICLE V - DISPUTE RESOLUTION AND TERMINATION

- 5.1 Dispute Resolution.

- a) In the event of any dispute or disagreement between Provider and the County, either with respect to the interpretation of any provision of this Contract or with respect to the performance by Provider or the County hereunder, which cannot be resolved in the normal course of business,

then upon written notice of either party, each party will appoint a designated officer whose task it will be to meet for the purpose of endeavoring in good faith to resolve such dispute or to negotiate for an adjustment to such section or provision of this Contract. The designated officers shall meet as often as the parties reasonably deem necessary in order to gather and furnish to the other all information with respect to the matter in issue which the parties believe to be appropriate and germane in connection with its resolution. Such officers will discuss the problem and/or negotiate the applicable section or provision without the necessity of any formal proceedings relating thereto. During the course of such negotiation, all reasonable requests made by one party to the other for information will be honored in order that each of the parties may be fully advised in the negotiations. The specific format for such discussions will be left to the discretion of the designated officers but may include the preparation of agreed upon statements of fact or written statements of position furnished to the other party. No formal proceedings for the binding arbitration of such dispute may be commenced until (i) resolution as contemplated in this clause has been unsuccessful and (ii) either of the parties concludes in good faith that amicable resolution through continued negotiation of the matter in issue does not appear likely and so notifies the other party.

(b) The rights and obligations of the parties under this provision shall not limit either party's right to terminate this Contract as may be otherwise permitted hereunder.

5.2 Termination for Default. Either party may terminate this Contract, in whole or in part, whenever such party determines that the other has failed satisfactorily to fulfill its obligations and responsibilities hereunder and is unable to cure such failure within a reasonable period of time, not to exceed thirty (30) calendar days or such longer period of time as may be specified in writing by the terminating party, taking into consideration the gravity and nature of the default. Such termination shall be referred to as "Termination for Default". Upon determination by either party hereto that the other has failed to satisfactorily perform its obligations and responsibilities hereunder, the party seeking termination shall notify the defaulting party in writing of the failure and of the time period that has been established to cure such failure, which time period shall be not less than ten (10) days. If the defaulting party is unable to cure the failure within the specified time period, the party seeking to terminate may, by giving written notice thereof to the defaulting party, terminate this Contract, in full or in part, as of the date specified in the notice of termination. Provider, however, shall be paid for all services and/or materials provided on or prior to the date of termination.

5.3 Termination for Financial Instability. In the event that Provider becomes financially unstable to the point of (i) ceasing to conduct business in the normal course, (ii) making a general assignment for the benefit of creditors, or (iii) suffering or permitting the appointment of a receiver for its business or its assets, or there is a filing by or against Provider of a meritorious petition in bankruptcy under any bankruptcy or debtor's law, the County may, at its option, immediately terminate this Contract under Section 5.2, the "Termination for Default" clause, by giving written notice thereof.

ARTICLE VI – ADHERENCE TO ELECTRONIC SIGNATURE POLICY OF COUNTY

6.1. Electronic Signature. By entering into this Contract, Provider, its officers, employees, subcontractors, sub-grantees, agents or assigns, to conduct this transaction by electronic means by agreeing that all documents requiring county signatures may be executed by electronic means, and that the electronic signatures affixed by Cuyahoga County to said documents shall have the same legal effect as if that signature was manually affixed to a paper version of the document.

6.2 Compliance with O.R.C. Provider further agrees to be bound by the provisions of Chapter 304 and 1306 of the Ohio Revised Code as they pertain to Electronic Transactions and to comply with the electronic signature policy of Cuyahoga County.

ARTICLE VII – MISCELLANEOUS

7.1 Notices. Wherever one party is required or permitted to give notice to the other pursuant to this Contract, such notice shall be deemed given when delivered by hand, via certified mail with return receipt requested, via overnight courier with signature required, and addressed as follows:

In the case of the County:

Cuyahoga County Medical Examiner's Office
11001 Cedar Avenue
Cleveland, Ohio 44106

In the case of the Provider:

Calibrate Inc.
610 Jones Ferry Road, Suite 210
Carrboro, North Carolina 27510

Either party may from time to time change its designated recipient or address for notification purposes by giving the other party written notice of the new designated recipient or address and the date upon which it will become effective.

7.2 Severability. If, and only to the extent that, any provision of this Contract is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, it being the intent and agreement of the parties that this Contract shall be deemed amended by modifying such provision to the extent necessary to make it legal and enforceable while preserving its intent. If that is not possible, another provision that is legal and enforceable and achieves the same objective shall be substituted. If the remainder of this Contract is not affected by such declaration or finding and is capable of substantial performance, then the remainder shall be enforced to the extent permitted by law.

7.3 Waiver. No delay or omission by either party in the exercise of any right or power shall impair any such right or power or be construed to be a waiver thereof. A waiver by either of the parties of any of the covenants, conditions or agreements to be performed by the other or any

breach thereof shall not be construed to be a waiver of any succeeding breach thereof or of any other covenant, condition or agreement herein contained. No change, waiver, or discharge hereof shall be valid unless in writing and signed by an authorized representative of the party against which such change, waiver, or discharge is sought to be enforced.

7.4 Survival of Terms. Termination or expiration of this Contract for any reason shall not release either party from any liabilities or obligations set forth in this Contract which (i) the parties have expressly agreed shall survive any such termination or expiration, or (ii) remain to be performed or by their nature would be intended to be applicable following any such termination or expiration.

7.5 Headings and Interpretation. The article and section headings used herein are for reference and convenience only, and shall not enter into the interpretation hereof.

7.6 Governing Law. This Contract shall be subject to interpretation under the laws of the State of Ohio.

7.7 Social Security Act. Provider shall be and remain an independent Provider with respect to all services performed hereunder and agrees to and does hereby accept full and exclusive liability for payment of any and all contributions or taxes for social security, unemployment insurance, or old age retirement benefits, pensions, or annuities now or hereafter imposed under any Local, State or Federal Law which are measured by the wages, salaries, or other remuneration paid to persons employed by Provider for work performed under the terms of this contract and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under said respective laws by and duly authorized State or Federal officials; and said Provider also agrees to indemnify and save harmless Cuyahoga County from such contributions or taxes or liability.

7.8 Assignment. Provider shall not assign, transfer, convey or otherwise dispose of this Contract, or its right to execute it, or its right, title or interest in or to it or any part thereof, or assign, by power of attorney or otherwise, any of the monies due or to become due under this Contract without approval of the County Executive.

7.9 Commencement of Contract Performance. In order to protect the interest of Cuyahoga County this contract must be executed by the County Executive before compensation for the services or products set forth in this contract can be provided. Upon approval by the County Executive of this contract, however, any and all prior performance under this contract shall be deemed ratified and said performance shall be deemed to be included in this contract. Payment(s) for said prior performance shall not increase the amount of the contract limit.

7.10 Entire Agreement and Modification. This Contract, including any Schedules and documents referred to in this Contract or attached hereto, each of which is incorporated herein, constitutes the entire and exclusive statement of the agreement between the parties with respect to its subject matter and there are no oral or written representations, understandings or agreements relating to this Contract which are not fully expressed herein. The parties agree that any other terms or conditions included in any quotes, acknowledgments, bills of lading or other

forms utilized or exchanged by the parties shall not be incorporated herein or be binding unless expressly agreed upon in writing by authorized representatives of the parties. No modification, change or amendment hereof shall be valid unless such is in writing and signed by the authorized representative of the party against which such modification, change or amendment is sought to be enforced.

7.11 Confidentiality. The parties acknowledge and agree that during the term of this Agreement, Calibrate Inc. shall act exclusively in the best interest of the Cuyahoga County Medical Examiner's Office. Calibrate Inc. acknowledges that they may have access to information which is confidential and proprietary in nature. Calibrate Inc. expressly agrees not to use or disclose such information in any manner or for any purpose at any time during or after the effective term of this Agreement except as required by law or as required during the course of Calibrate Inc. work for the Cuyahoga County Medical Examiner's Office, unless authorized in writing by the Medical Examiner.

7.12 Applicable County Ordinances. All County contracts, including this Contract, are subject to all applicable County ordinances, including, but not limited to, the Cuyahoga County Ethics Ordinance, Cuyahoga County Inspector General Ordinance, and Cuyahoga County Contracting and Purchasing Procedures Ordinance. Copies of all County ordinances are available on the County Council's web site at <http://council.cuyahogacounty.us/>.

7.13 Public Records. All parties hereto acknowledge that County is a political subdivision in the State of Ohio and as such is subject the Ohio Revised Code and other law related to the keeping and access to Public Records, including any and all applicable Sunshine Laws, open meeting requirements, and retention schedules effecting any and all manner of communication with the County and any and all documents in any format or media.

THIS AGREEMENT shall be subject to interpretation under the laws of the State of Ohio, and is subject to the review of the County Prosecutor's Office as to legal form and correctness.

IN WITNESS WHEREOF, the County and Provider have each caused this Contract to be signed and delivered by its duly authorized representative as of the date first written.

Calibrate Inc.

Cuyahoga County, Ohio

Edward FitzGerald, County Executive

Ed FitzGerald/apk

2012-09-06 08:54:42

BY: *Pat Earl*

Printed Name: Patrick Earl

Title: CFO and Treasurer

BY: _____

Edward FitzGerald
County Executive

Quote For Service

Schedule A
1063

FACILITY INFORMATION:

INSTITUTION:	Cuyahoga County Coroners Office
DEPT./DIV./ BLDG.	
ADDRESS 1:	11001 Cedar Avenue
ADDRESS 2:	
CITY:	Cleveland
STATE:	Ohio
ZIP CODE	44106

CLIENT INFORMATION:

CLIENT NAME:	Dr. Harmeet Kaur
ALT. CONTACT:	Toni Wlosowicz
PHONE:	216-698-4254
ALT. PHONE:	216-698-6526
EMAIL:	hkaur@cuyahogacounty.us
ALT. EMAIL:	twlosowicz@cuyahogacounty.us
DATE OF QUOTE: Monday, July 09, 2012	

*The quote for service is valid for thirty (30) days from this date.

Preventive Maintenance includes:

- Disassembly (as applicable), cleaning, and necessary repairs of instruments.**
- General maintenance to sealing system necessary for restoration of instrument.
- Recalibration of instrument.
- Warranty declaration of calibration, labor, and parts.
- Calibration label affixed to pipette with date of service and next calibration due.
- Signature of qualified service technician performing calibrations (Levels 2 - 6 Service)
- All Measurement & Test Equipment is traceable to N.I.S.T. through S.I.
- Copies of all N.I.S.T. certificates available upon request.

Calibrate, Inc. provides:

- Service, repair, and calibration to ALL types and ALL brands of pipettes.
- ISO 17025 Accredited Service performed ON-SITE (Level 5 & 6 Service)
- Complete Training Records for each representative made available upon request.
- Commercial General Liability, Workman's Compensation, Auto Insurance for all technicians.
- QA and Technical Support available to assist with client internal and/or external audits.
- QAP and SOP available upon request.
- Toll free service center telephone number.

Pricing Schedule **

(does NOT include any applicable sales taxes)

Level 3	PM & Calibration Certification	Calibrate, Inc. proprietary software - Instruments certified individually with statistical analysis and PASS / FAIL status. As Left data only.	\$ 20.00	\$ 50.00	\$ 70.00		
			\$ 10.00	\$ 22.00	\$ 38.00		
			\$ 30.00	\$ 72.00	\$ 108.00	\$ -	
Level 5	PM & Calibration Certification	ISO 17025 Accredited Certification - incl. Process Uncertainty & real time environmental conditions. As Left only.	\$ 20.00	\$ 50.00	\$ 70.00		
			\$ 18.00	\$ 30.00	\$ 45.00		
			\$ 38.00	\$ 80.00	\$ 115.00	\$ -	

** The Pricing Schedule listed here is based upon work specifications as described below. Should these specifications change during the Contract Review process these prices are subject to change. Additionally, these prices are not inclusive of any additional and non-standard parts, repairs or service that may be required.

Preliminary Service Specifications:

Level 3: 2 Volumes, 5 samples per volume as left for single channels & 2 Volumes, 4 samples per volume for multichannels at Calibrate, Inc. tolerances. Level 5: 2 Volumes, 5 samples per volume as left for single channels & 2 Volumes, 4 samples per volume for multichannels at Calibrate, Inc. tolerances. There no additional travel charges.

PREPARED BY:

George Jacob

DATE

9-Jul-2012

QUOTE ACCEPTED BY:

DATE



610 Jones Ferry Rd. Suite 210
Carrboro, NC 27510

FR0403001// ORIGINAL ISSUE DATE: 15-DECEMBER-2010

Phone: 919.240.4089
Fax: 800.238.2268
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Schedule A
2003**LEVEL 3 Service**

(Reference SOP 125-3, QAP 181 Balance Verification, QAP 126 Disaster Recovery and QAP 180 New Contract Facilities)

Preventive Maintenance, Calibration and Documentation will be performed according to Level 3 Service.**Reference: Calibrate, Inc. Standard Operating Procedure QAP 125-3.****Preventive Maintenance:**

Inspection of internal and external parts is performed. General maintenance to sealing system necessary for restoration of instrument, cleaning, polishing, lubrication as required, and minor repairs is also included.

Calibration and Documentation:

The Calibrate, Inc. Work Order lists all instruments calibrated by serial number, size and manufacturer. The customer is provided with the original Work Order. Labels attached reflecting instrument's calibration and due dates (month/year format unless otherwise stipulated).

Adjustments to instruments' calibration can be made (on certain instruments). Calibrate, Inc. then provides its Level 3 clients with a *Calibration Certificate*. This computer generated *Calibration Certificate* is produced through our *validated calibration software* and is prepared for each instrument serviced and provides valuable information concerning the instrument including: serial number; size; manufacturer; location; environmental conditions; and all the NIST traceability information concerning the Calibrate, Inc. Measurement and Test Equipment used in instrument calibration. The *Calibration Certificate* is generated after *Preventive Maintenance* is completed to show a statistical analysis of a specific instrument through multiple samples taken at multiple volumes (where applicable) and inclusive of environmental conditions present on the day of the calibration event. This procedure is designed and driven to meet ~~GLP~~ and GLP requirements.

If an instrument cannot be repaired and/or fails to meet the required tolerances, the instrument is tagged as failed or out of service. The *Calibration Certificate* provided for that instrument will clearly indicate the failure. In addition, all failures are communicated personally to the customer. The end user must determine the disposition of the instrument.

LEVEL 5 Service

(Reference SOP 125-5, QAP 181 Balance Verification, QAP 126 Disaster Recovery and QAP 180 New Contract Facilities)

Preventive Maintenance, Calibration and Documentation will be performed according to Level 5 Service.**Reference: Calibrate, Inc. Standard Operating Procedure QAP 125-5.****Preventive Maintenance:**

Inspection of internal and external parts is performed. General maintenance to sealing system necessary for restoration of instrument, cleaning, polishing, lubrication as required, and minor repairs is also included.

Calibration and Documentation:

The Calibrate, Inc. Work Order lists all instruments calibrated by serial number, size and manufacturer. The customer is provided with the original Work Order. Labels attached reflecting instrument's calibration and due dates (month/year format unless otherwise stipulated).

Adjustments to instruments' calibration can be made (on certain instruments). Calibrate, Inc. then provides its Level 5 clients with a *Calibration Certificate*. This certificate meets all *ISO 17025 (International Standards Organization's standard for Calibration and Test Laboratories)* requirements. Each certificate bears the *A2LA Accredited* logo with our accreditation certificate number (so long as the service provided is accepted and approved as accredited service). This computer generated *Calibration Certificate* is produced through our *validated calibration software* and is prepared for each instrument serviced and provides valuable information concerning the instrument including: serial number; size; manufacturer; location; environmental conditions; and all the NIST traceability information concerning the Calibrate, Inc. Measurement and Test Equipment used in instrument calibration. The *Calibration Certificate* is generated after *Preventive Maintenance* is completed to show a statistical analysis of a specific instrument through multiple samples taken at multiple volumes (where applicable) and inclusive of environmental conditions present on the day of the calibration event. This procedure is designed and driven to meet *cGMP* and *GLP* requirements.

If an instrument cannot be repaired and/or fails to meet the required tolerances, the instrument is tagged as failed or out of service. The *Calibration Certificate* provided for that instrument will clearly indicate the failure. In addition, all failures are communicated personally to the customer. The end user must determine the disposition of the instrument.