

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Office Cleaning Services

Part 1 – Contract Detail		
SECTION 1 - GENERAL CONTRACT INFORMATION		
Original <input checked="" type="checkbox"/>	Amendment <input type="checkbox"/> # _____	
Contract Amount: \$14,000 <small>(maximum)</small>	Contract Start Date: 10/01/25	Contract End Date: 9/30/2028
Contractor Name: Lamco Cleaning Services LLC		
Contractor Physical Address: 542 US Route 302		
City: Barre	State: VT	Zip Code: 05641
Contractor Mailing Address: P.O. Box 75		
City: Plainfield	State: VT	Zip Code: 05667
Contract Type: Cost Reimbursement <input checked="" type="checkbox"/> Fixed Price <input type="checkbox"/> Other <input type="checkbox"/> (please specify)		
<i>If this action is an amendment, the following is amended:</i> Funding Amount <input type="checkbox"/> Performance Period <input type="checkbox"/> Scope of Work <input type="checkbox"/> Other <input type="checkbox"/> (please specify)		
SECTION 2 – CONTRACTOR INFORMATION (to be completed by CVRPC)		
Contractor UEI: PCBLRRV2TY48 & Vermont Business ID: 0032941		
UEI Registered Name <i>(if different than Contractor Name above)</i> :		
SAM checked for UEI Suspension and Debarment Exclusions (https://www.sam.gov/portal/public/SAM/ . Print Screen Must be Placed in Contract File)		
Date: 09/04/25	Initials: NC	SAM Expiration Date: N/A
State of Vermont checked for Debarment Exclusions (http://bgs.vermont.gov/purchasing-contracting/debarment . Print Screen Must be Placed in Contract File)		
Date: 09/04/25	Initials: NC	Debarment Expiration Date: N/A
Risk Assessment completed (Questions for contractor at ..\..\Forms\Risk Assessment Contractor Questions.docx . Staff completes assessment at ..\..\Forms\Risk Assessment Contractor.docx . Contractor responses and completed risk assessment places in contract file. Contract modified to reflect assessment results.)		
Date: 09/08/25	Initials: NC	
Single Audit check in Federal Audit Clearinghouse (https://harvester.census.gov/facdissem/Main.aspx . Print screen must be placed in contract file)		
Date: 09/04/25	Initials: NC	
IRS Form W9 - Request for Taxpayer Identification Number and Certification (Contractor must complete a Form W-9. Form must be placed in contract file.)		
Date: 09/04/25	Initials: NC	

Certificate of Insurance (Contractor must provide a valid Certificate of Insurance demonstrating compliance with minimum insurance requirements of the originating funding. If originating funding has none, default minimums are State of Vermont requirements.)

Date: 09/04/25

Initials: NC

Will the Contractor Charge CVRPC for Taxable Purchases? Yes ☐ No ☒

[Provide written documentation of answer from contractor. If yes, CVRPC tax exemption certificate must be provided to contractor (obtain from CVRPC finance staff). CVRPC is not subject to sales tax.]

Date: 09/04/25

Initials: NC

Contract Total Value exceeds, or cumulatively may exceed, \$250,000? Yes ☐ No ☒

(Contractor must provide list of all proposed subcontractors and subcontractors' subcontractors and the identity of those party's worker compensation providers)

Date: 09/08/25

Initials: NC

SECTION 3 – FUNDING SOURCE

Funding Type: ☐ Federal

CFDA #:

Program Title:

☐ State

Contract #:

☒ Other

Source: CVRPC Admin

SECTION 4 – CONTACT INFORMATION

CVRPC

Project Contact/Coordinator

Name: Christian Meyer

Title: Executive Director

Work Phone: 802-262-1039

Email: meyer@cvregion.com

Finance/Billing

Name: Christian Meyer

Title: Executive Director

Work Phone: 802-262-1039

Email: meyer@cvregion.com

CONTRACTOR

Project Contact/Manager

Name: Jeanne Lamica

Title: Owner

Work Phone: 802-595-1499

Email: lamco@lamcocleaning.com

Finance/Billing

Name: Jeanne Lamica

Title: Owner

Work Phone: 802-595-1499

Email: lamco@lamcocleaning.com

Part 2 – Contract Agreement

1. **Parties.** This is a contract for services between the Central Vermont Regional Planning Commission, (hereafter called "CVRPC"), and Lamco, (hereafter called "Contractor"). It is the Contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, the Contractor is required to have a Vermont Department of Taxes Business Account Number.
2. **Contract Term.** The period of Contractor's performance shall begin on 10/1/2025 and end on 9/30/2028. Either party may cancel this agreement by giving written notice at least thirty (30) days in advance.

3. **Prior Approvals.** Approval by the Executive Director is required for all contracts. If approval by the CVRPC Executive Committee is required, (greater than \$25,000), neither this contract nor any amendment to it is binding until it has been approved by the Committee.

Approval by the Executive Committee ___ is / ☒ is not required.

4. **Amendment.** This contract represents the entire contract between the parties. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the CVRPC and Contractor.
5. **Maximum Amount and Payment Provisions.** In consideration of the services to be performed by Contractor, the CVRPC agrees to pay Contractor, in accordance with the payment provisions specified herein, a sum not to exceed \$14,000. This maximum amount is not a guaranteed amount. Payment shall be contingent upon satisfactory performance by the Contractor. Payment terms shall be Net 30 days from an error-free invoice. Invoices must detail all work performed during the invoice period and the amount(s) payable therefore in accordance with the schedule for deliverables and/or rates for services set forth below. For any schedule for deliverables set forth herein, Contractor shall only submit invoices following CVRPC acceptance of the applicable deliverable or deliverable milestone.

Contractor shall submit monthly invoices for services rendered. Invoices should detail the agreed cost of services provided – office cleaning as outlined within this contract every other week at a cost of \$75.00 per hour.

Invoices shall be sent to the attention of:

CVRPC Executive Director
29 Main Street, Suite 4
Montpelier, VT 05602

6. **Scope of Work.** The subject matter of this contract is cleaning services. Detailed services to be provided by the contractor are as follows:

Frequency of Cleaning: Every other Wednesday

- Removal of trash and recycling (onsite receptacles available)
- Vacuuming of floors, edges, vents and cobwebs
- Dusting cleared horizontal surfaces and windowsills
- Cleaning glass on doors and office cubicles
- Cleaning and wiping down of kitchen sink, appliances and surfaces
- Cleaning of baseboards
- Cleaning of conference room tables
- Cleaning of doors,(including knobs, frames and tops)

Miscellaneous: Lamco reports any Security/Damages and requires an emergency contact number.

CVRPC may make requests for special cleaning projects at additional cost – i.e. rug cleaning

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT.

For the CVRPC:

Signature: _____

Christian Meyer

Name: _____

Executive Director

Title: _____

Date: _____

For the Contractor:

Signature: Jeanne Lamica

Jeanne Lamica

Name: _____

Owner

Title: _____

Date: 10.08.2025

Standard Provisions For Short Form Contracts

JULY 1, 2016

- 1. Governing Law, Jurisdiction and Venue:** This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by the CVRPC or the Contractor in connection with this Agreement shall be brought in the Superior Court, Civil Division, Washington Unit.
- 2. Independence:** The Contractor will act in an independent capacity and not as officers or employees of the CVRPC or State of Vermont.
- 3. Sovereign Immunity:** The State of Vermont reserves all immunities, defenses, rights or actions arising out of the State's sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State's immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State's entry into this Agreement.
- 4. Insurance:** Before commencing work on this Agreement the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Contractor to maintain current certificates of insurance on file with the CVRPC through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been established to protect the interests of the CVRPC and the State of Vermont.

Workers Compensation: With respect to all operations performed, the Contractor shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary, to comply with Vermont law.

General Liability and Property Damage: With respect to all operations performed under this Agreement, the Contractor shall carry general liability insurance. The policy shall be on an occurrence form and limits shall not be less than:

- \$1,000,000 Per Occurrence
- \$1,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal & Advertising Injury
- \$50,000 Fire/Legal/Liability

Automotive Liability: The Contractor shall carry automotive liability insurance. Limits of coverage shall not be less than: \$500,000 combined single limit. If performance of this Agreement involves construction or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

Additional Insured. Contractor shall name the CVRPC and its officers and employees as additional insureds for liability arising out of this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the CVRPC.

5. Fair Employment Practices and Americans with Disabilities Act: Contractor agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Contractor shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Contractor under this Agreement. Contractor further agrees to include this provision in all subcontracts.

6. Taxes Due to the State:

- a) Contractor understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- b) Contractor certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the Contractor is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- c) Contractor understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Contractor is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- d) Contractor also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Contractor has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Contractor has no further legal recourse to contest the amounts due.

7. Child Support: (Applicable if the Contractor is a natural person, not a corporation or partnership.) Contractor states that, as of the date the Agreement is signed, he/she:

- a) is not under any obligation to pay child support; or
- b) is under such an obligation and is in good standing with respect to that obligation; or
- c) has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Contractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Contractor is a resident of Vermont, Contractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

(End of Standard Provisions)