

**SERVICES AGREEMENT**  
**BETWEEN**  
**THE MARYLAND STADIUM AUTHORITY**  
**AND**  
**CONTRACTOR**  
**FOR**  
**WEBSITE HOSTING, MAINTENANCE & SUPPORT SERVICES**  
**MSA PROJECT NO. 22-013**

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**MARYLAND STADIUM AUTHORITY  
PROJECT NO. 20-022  
SERVICES AGREEMENT**

THIS SERVICES AGREEMENT (this "**Agreement**") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between the Maryland Stadium Authority, a body politic and corporate and an instrumentality of the State of Maryland ("**MSA**"), and \_\_\_\_\_, a [state of organization] [type of organization] ("**Contractor**").

**RECITALS**

**WHEREAS**, MSA issued an Invitation for Bids (the "**IFB**") on June 3, 2022 for Website Hosting, Maintenance & Support Services (the "**Services**"); and

**WHEREAS**, Contractor was selected for award of the contract based upon its lowest responsive and responsible bid; and

**WHEREAS**, MSA and Contractor desire to enter into this Agreement.

**AGREEMENT**

**Incorporation of Recitals.** The foregoing Recitals are incorporated herein by reference and made a part of this Agreement.

**NOW, THEREFORE**, for and in consideration of the promises and covenants, conditions, representations, and warranties contained herein, and for good and valuable consideration, the sufficiency and adequacy of which is hereby acknowledged, the Parties agree as follows:

**ARTICLE 1**  
**GENERAL PROVISIONS**

**Section 1.1            Relationship**

1.1.1 Contractor accepts the relationship of trust and confidence established with MSA by this Agreement, and covenants to provide Contractor's reasonable skill and judgment.

**Section 1.2            Compliance with laws**

1.2.1 The Contractor hereby represents and warrants that:

- (a) It is qualified to do business in the State of Maryland (whether a domestic business or a foreign corporation) pursuant to § 7-201 et seq. of the Corporations and Associations Article of the Annotated Code of Maryland, and that it will take such action as, from time to time hereafter may be necessary to remain so qualified;
- (b) It is not in arrears with respect to the payment of any moneys due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;
- (c) EPA compliance. Materials, supplies, equipment and other services shall comply in all respects with the Federal Noise Control Act of 1972, where applicable;
- (d) Occupational Safety and Health (OSHA). All materials, equipment, supplies or services shall comply with the applicable U.S. and the Maryland Occupational Safety and Health Act Standards and related regulations;
- (e) All materials, equipment, supplies or services shall conform to federal and State laws and regulations and to the specifications contained in this Agreement; including but not limited to regulations regarding website hosting, maintenance and support services as prescribed by industry standard;
- (f) Contractor shall obtain at its own expense (except as provided in this Agreement), and comply with federal, State, and local permits, licenses, certifications, inspections, insurance, and governmental approvals, required in connection with the Services required under this Agreement.

### **Section 1.3           Quality of Work & Standard of Care**

1.3.1 In performing its duties hereunder, Contractor shall use a level of skill and exhibit a standard of care that is appropriate for a Contractor providing the requisite Services in connection with a large project of similar size and scope to the Project. Contractor further represents and warrants that such materials are, as of the date that they were submitted and as of the date hereof, accurate in all material respects and fairly represent the capabilities of Contractor and its subcontractors.

### **Section 1.4           Representations**

1.4.1 Contractor represents that it is thoroughly familiar with, and understands the requirements of the Services to be provided and is experienced in providing the Services outlined in Section 2 of the IFB (attached here to as **Exhibit 1**).

### **Section 1.5           Contract Documents**

1.5.1 Contract Document Priority. The Contract Documents consist of this Agreement, the Contract Affidavit, the IFB including all attachments, exhibits and addenda, the Contractor's bid (the "**Bid**").

If there is any conflict among the Contract Documents, then the following order of precedence will govern:

- a. This Agreement, including all Exhibits and any amendments thereto,
- b. The Contract Affidavit;
- c. The IFB and subsequent addenda;
- d. The Contractor's Bid.

1.5.2 The order of priority in Section 1.5.1 notwithstanding, it is the Contractor's responsibility to inform MSA of any material inconsistencies and confirm any information necessary for the complete, successful prosecution of the Services.

1.5.3 Nothing in the Bid or other submissions from the Contractor shall prevail over any Contract Document unless expressly agreed to in writing by MSA with a properly approved Change Directive (*see* Article 8) or modification to the Agreement.

1.5.4 Inconsistent Terms or Requirements. Any provisions herein to the contrary notwithstanding, all Contract Documents shall be construed consistently to the extent possible.

1.5.5 Interpretation of the Contract Documents. MSA's Project Administrator or designee shall be the final interpreter of the Contract Documents; and it will furnish with

reasonable promptness such clarifications as it may deem necessary for the proper execution of the Services.

1.5.6 Unless otherwise stated in the Contract Documents, words which have well-known meanings with respect to the Services are used in the Contract Documents in accordance with such recognized meanings.

1.5.7 Contract Representatives. Contractor's Representative identified in section 13.18, shall be deemed to have authority to render any decision or take any action required under this Agreement. MSA's Contract Monitor identified in section 13.18 shall be Contractor's MSA contact for the purpose of communicating routine information, requesting assistance, or making routine inquiries regarding this Agreement. This subsection 1.5.7 notwithstanding, only an authorized MSA official acting in the capacity of Contract Representative is authorized to make changes to the scope of Services or to consent to modifications to this Agreement.

1.5.8 Entire Agreement. This Agreement represents the entire and integrated agreement between MSA and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral.

1.5.9 References to Articles and Sections. As used in this Agreement, any reference to an Article or Section number refers to Articles and Sections in this Agreement unless otherwise stated.

## **Section 1.6            Period of Performance**

1.6.1 The period of performance (the "**Term**") shall commence on \_\_\_\_\_ and unless terminated sooner pursuant to this Agreement, terminate three (3) years from the commencement date. MSA shall have the option to extend the contract for two (2) one year terms at its sole discretion.

## **ARTICLE 2 SERVICES**

### **Section 2.1           Generally**

2.1.1 The Contractor is being engaged to perform the Services set forth in Section 2 of the IFB (**Exhibit 1**).

2.1.2 MSA shall have the unilateral right to require changes in the scope of services in this Agreement, provided such changes are within the general scope of the work to be performed.

2.1.3 Services Upon Request. Services provided pursuant to this Agreement are to be performed only when authorized by MSA. Contractor shall not be entitled to payment or reimbursement for expenses incurred, or time spent on Services performed without MSA's prior authorization.

### **Section 2.2           Additional Services**

2.2.1 Additional Services ("**Additional Services**") requested of, or by Contractor shall be provided upon MSA's and Contractor's mutual written agreement. Unless otherwise specified, the Contractor's compensation for additional services shall be paid for in accordance with Article 6 and based upon actual time spent at the hourly rate(s) agreed to in advance in writing by MSA.

### **Section 2.3           Ownership of Materials**

2.3.1 Any work product, whether written or in electronic format, prepared by Contractor during the term of this Agreement for MSA shall become the sole and exclusive property of MSA. MSA shall have the right to use the same without restriction and without compensation to the Contractor other than as specifically provided for herein.

### **Section 2.4           Patents, Copyrights, Trade Secrets and Protected Matters**

2.4.1 The Contractor assumes the risk that any materials, equipment, processes, or other items required under this Agreement or furnished by the Contractor are subject to any patent, copyright, trademark, trade secret or other property right of another. Contractor shall pay for all royalties and license fees and shall obtain all necessary licenses or permits to permit use of any such item by MSA. Contractor shall defend all suits or claims of infringement of any patent, copyright, trademark, trade secret or other property right of another and shall hold harmless MSA, the State, and the Department from loss or expense on account thereof.



## **Section 2.5 MSA'S Responsibilities**

2.5.1 MSA shall provide Contractor with all information regarding its requirements for the Project.

### **ARTICLE 3 STAFFING**

#### **Section 3.1 Staffing**

3.1.1 Reserved.

3.1.2 If required by applicable State or federal law, Contractor's personnel – including members of the Contractor's Staff and any subcontractors, shall be subject to a security and/or criminal background check. Before or after award of the contract, at the sole discretion of MSA, those persons found to be unfit to work on State contracts may be excluded from work on the Project at no additional cost to MSA.

3.1.3 Only personnel thoroughly trained and skilled in the tasks assigned them may be employed for any portion of the services. Any Contractor Staff member or subcontractor found to be unskilled or untrained shall be removed.

3.1.4 When municipal, county, State or federal laws require that certain personnel (electricians, plumbers, etc.) be licensed, then all such personnel, including subcontractors, employed by, or under contract with, the Contractor for the Project shall be so licensed.

3.1.5 If the MSA in its sole discretion determines that any employee, including a Contractor Staff member or Contractor subcontractor is not performing satisfactorily, MSA shall have the right to direct that Contractor to replace the individual(s). The Contractor shall provide MSA with resumes of possible replacements and MSA shall have the opportunity, but not the obligation to interview replacement candidates.

## **ARTICLE 4 SUBCONTRACTORS**

### **Section 4.1 Contractual Responsibility**

4.1.1 Except as specified in its Bid, Contractor shall not subcontract any of the Services to be performed under this Agreement without the prior written consent of MSA.

4.1.2 The Contractor is fully responsible to MSA for the acts and omissions of its subcontractors at any tier, and persons either directly or indirectly employed by them, as well as for the acts and omissions of itself and persons directly employed by it.

4.1.3 Nothing contained in the Contract Documents shall create any contractual relationship between a subcontractor at any tier and MSA, the State, or the Department, and nothing in the Contract Documents is intended to make any such entity a beneficiary of the contract between MSA and Contractor. No subcontractor at any tier shall have or make any claim or cause of action directly against MSA, the State or the Department.

### **Section 4.2 Procurement & Contracts**

4.2.1 MSA shall have the right to review the form of all subcontracts which shall incorporate the terms and conditions of the Contract Documents.

4.2.2 Contractor shall not make any changes to any of its subcontractors without prior written approval by MSA, which may be given or withheld at the sole discretion of MSA.

4.2.3 Contractor shall deliver to MSA a copy of each executed subcontract, and any changes, modifications, additions or amendments. MSA shall not be a party to any subcontract.

### **Section 4.3 Prompt Payment of Subcontractors**

4.3.1 If the Contractor withholds payment of an undisputed amount to its subcontractor, MSA, at its option and in its sole discretion, may take one or more of the following actions:

- (a) Not process further payments to the Contractor until payment to the subcontractor is verified;
- (b) Suspend all or some of the contract work without affecting the completion date(s) for the contract work;
- (c) Pay or cause payment of the undisputed amount to the subcontractor from monies otherwise due or that may become due;

- (d) Place a payment for an undisputed amount in an interest-bearing, escrow account; or
- (e) Take other or further actions as appropriate to resolve the withheld payment.

4.3.2 An "undisputed amount" means an amount owed by the Contractor to a subcontractor for which there is no good faith dispute. Such "undisputed amounts" include, without limitation;

- (a) Retainage which had been withheld and is, by the terms of the agreement between the Contractor and subcontractor, due to be distributed to the subcontractor; and
- (b) An amount withheld because of issues arising out of an agreement or occurrence unrelated to the agreement under which the amount is withheld.

4.3.3 An act, failure to act, or decision of a Procurement Officer or a representative of MSA, concerning a withheld payment between the Contractor and a subcontractor under this provision, may not:

- (a) Affect the rights of the contracting parties under any other provision of law;
- (b) Be used as evidence on the merits of a dispute between MSA and the contractor in any other proceeding; or
- (c) Result in liability against or prejudice the rights of MSA.

4.3.4 The remedies enumerated above are in addition to those provided under COMAR 21. 11. 03. 13 with respect to subcontractors that have contracted pursuant to the Minority Business Enterprise (MBE) program.

#### **Section 4.4 Subcontract – Contract Provisions**

4.4.1 In addition to any other required term or provision contained herein, the Contractor must bind every subcontractor - and will see that every subcontractor agrees to be bound - by the terms of the Contract Documents, as far as applicable to its work, unless specifically noted to the contrary in a subcontract approved by MSA. Contractor must include in any subcontracts the following provisions:

4.4.2 Subcontractor agrees to be bound to the Contractor by the terms of the Contract Document between the Contractor and MSA, and to assume toward it all obligations and responsibilities that the Contractor, by those documents assumes towards MSA.

4.4.3 Subcontractor agrees to submit to the Contractor applications for payment in such reasonable time as to enable the Contractor to apply for payment under Article 5.

4.4.4 The provisions required by Sections 4.4.

4.4.5 (a) each contract shall be assignable to MSA at MSA's election in the event the Contractor is terminated or fails to perform its obligations under the Contract Documents. MSA may assign its rights under those documents and this Agreement to any other unit or instrumentality of the State without notice to the subcontractor.

(b) The provisions of this Section 4.4.5 notwithstanding, unless there is an assignment of contract pursuant to this Section the Contractor shall be solely responsible for all subcontractors and none of MSA, the Department or the State shall have privity of contract with, or, obligations or liabilities to the subcontractors.

## **ARTICLE 5 COMPENSATION AND PAYMENT PROVISIONS**

### **Section 5.1 Compensation and Method of Payment**

5.1.1 Contract Price. For performing the Services specified in the Contract Documents, MSA shall pay Contractor in accordance with Section 5.1.2 based upon the services and the amounts identified in Contractor's Bid attached hereto as Exhibit 3.

5.1.2 Additional Services. Additional Services performed pursuant to subsection 2.2 shall be paid for in accordance with this Article 5. Compensation for Additional Services shall be based on actual time spent at hourly rates mutually agreed upon by Contractor and MSA.

5.1.3 Invoices. Contractor shall submit detailed invoices (“**Invoice**”), setting forth (i) the name of the employee or subcontractor performing services; (ii) the date(s) of service(s); (iii) a complete description of services performed; (iv) the agreed upon rates charged for said services; and (v) the hours - or fractional hours expended if applicable.

### **Section 5.2 State Payment Provisions**

5.2.1 Invoices are reviewed and approved by MSA. Payment is made by the Maryland State Treasurer subject to the following:

- (a) In addition to any other information required by the MSA Project Manager, the Contractor’s invoices shall include a tax payer identification number and contract identification number and MSA's Blanket Purchase Order Number (to be provided by MSA).
- (b) Payments to the Contractor pursuant to this Agreement and which are not in dispute shall be made no later than thirty (30) days after MSA’s receipt of a proper invoice from the Contractor.
- (c) Charges for late payment of invoices, other than as prescribed by SF Title 15, Subtitle 1, or by the Public Service Commission of Maryland with respect to regulated public utilities as applicable, are prohibited.

5.2.2 Contractor shall be paid by Electronic Funds Transfer as required by the RFP unless it has requested and been granted an exemption.

5.2.3 Taxes. The State nor MSA shall withhold federal, State, local or FICA taxes, if any, from payments made pursuant to this Agreement.

**ARTICLE 6**  
**MINORITY BUSINESS ENTERPRISE**

**Section 6.1**      **Not applicable to this Agreement**

## **ARTICLE 7 INSURANCE**

7.1.1 During the Term of this Agreement, including any extension, Contractor shall obtain, maintain, and provide satisfactory evidence of insurance coverage satisfying at least the minimum requirements set forth in Section VII of the IFB.

## **ARTICLE 8 CHANGES TO SERVICES OR AGREEMENT**

### **Section 8.1 Change Directives**

8.1.1 MSA may order changes in the Services required under the Agreement, including additions, deletions or modifications. Any such change must be conveyed by MSA to Contractor via an executed written change directive (a “**Change Directive**”).

8.1.2 The Contractor acknowledges that it is familiar with the Site and the surfaces and areas subject to this Agreement. Contractor may be entitled to a Change Directive extending the time for performance, or increasing the price for Services, upon discovery of new or changed conditions which could not reasonably have been anticipated and which have a material impact on the cost.

8.1.3 Failure to Agree. In the event of a dispute between MSA and the Contractor as to whether any Services are included in the scope of the Agreement such that the Contractor would be obligated to provide that Service at no additional cost to MSA, the MSA Project Manager may order the Contractor under this Section 8.1 to perform the Service with issuance of a Change Directive. Contractor shall proceed with the work and MSA's Change Directive, without interruption or delay, and may make a claim as provided in Article 9 of this Agreement. Failure to proceed due to a dispute over a Change Directive shall constitute a material breach of this Agreement and entitle MSA to all available remedies for such breach, including, without limitation, termination for default.

## **ARTICLE 9 DISPUTES**

### **Section 9.1 Dispute Resolution**

Except as otherwise may be provided by law, all disputes arising under or as a result of a breach of this contract that are not disposed of by mutual agreement shall be resolved in accordance with this Section.

9.1.1 As used herein, "claim" means a written demand or assertion by one of the parties seeking, as a legal right, the payment of money, adjustment or interpretation of contract terms, or other relief, arising under or relating to this Agreement. A voucher, invoice, or

request for payment that is not in dispute when submitted is not a claim under this Article. However, if the submission subsequently is not acted upon in a reasonable time, or is disputed as to liability or amount, it may be converted to a claim for the purpose of this Article.

9.1.2 A claim shall be made in writing and submitted to MSA's Project Administrator for decision within thirty days of when the basis of the claim was known or should have been known, whichever is earlier.

9.1.3 When a claim cannot be resolved by mutual agreement, the Contractor shall submit a written request for final decision to the Procurement Officer. The written request shall set forth all the facts surrounding the controversy.

9.1.4 The Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its claim.

9.1.5 The Procurement Officer shall render a written decision on all claims within 90 days of receipt of the Contractor's written claim, unless the Procurement Officer determines that a longer period is necessary to resolve the claim. If a decision is not issued within 90 days, the Procurement Officer shall notify the Contractor of the time within which a decision shall be rendered and the reasons for such time extension. The decision shall be furnished to the Contractor, by certified mail, return receipt requested, or by any other method that provides evidence of receipt. The Procurement Officer's decision shall be deemed the final action of the MSA.

9.1.6 The Procurement Officer's decision shall be final and conclusive without prejudice to the rights of the Contractor to institute suit after completion of the Services in a court of competent jurisdiction for losses incurred by Contractor as a result of the Procurement Officer's decision. Contractor hereby waives any rights that it may have at any time to institute suit or file other claims or causes of action, at law or in equity, prior to completing all of the Services under the Contract Documents.

9.1.7 Pending resolution of a claim, the Contractor shall proceed diligently with the performance of the Agreement in accordance with the Procurement Officer's decision.



**ARTICLE 10  
INDEMNIFICATION AND  
RESPONSIBILITY FOR CLAIMS AND LIABILITY**

**Section 10.1 Indemnification**

- (a) Contractor agrees to indemnify, defend, protect and hold harmless MSA and its respective officers, agents, members and employees from and against all claims, damages, losses, liens, causes of action, suits, judgments and expenses, including reasonable attorney fees, arising out of, caused by, or resulting from Contractor's negligence or willful misconduct.
- (b) Contractor shall not be responsible for the acts or omissions of MSA, or any contractor or subcontractor hired or engaged directly by MSA, with respect to the Services.
- (c) Neither Contractor nor MSA shall be liable to the other for any delays in the performance of their obligations and responsibilities occurring beyond their reasonable controls and/or without their fault or negligence, including but not limited to, any of the following events or occurrences: fire, flood, earthquake and epidemic, atmospheric condition of unusual severity, war, and strikes.
- (d) The above indemnity shall survive expiration or termination of this Agreement.

**Section 10.2 Responsibility for Claims and Liability**

10.2.1 The Contractor shall be responsible for all damage to life and property due to its activities or those of its agents or employees, in connection with the Services required under the Agreement. Further, it is expressly understood that Contractor shall indemnify and save harmless MSA, its respective officers, agents, and employees from and against all claims, suits, judgments, expenses, actions, damages and costs of every name and description, including reasonable attorney's fees and litigation expenses arising out of or resulting from the negligent performance of the Services of the Contractor under the contract.

**ARTICLE 11  
RETENTION OF RECORDS**

11.1.1 The Contractor shall retain and maintain all records and documents relating to this Agreement for *three* years after final payment by MSA or the State hereunder or any applicable statute of limitations, whichever is longer, and shall make them available for inspection and audit by authorized representatives of MSA, including the procurement officer or designee, at all reasonable times.

**ARTICLE 12  
DISSEMINATION OF INFORMATION**

12.1.1 Unless Contractor has obtained the prior written consent of MSA, Contractor shall not (a) release, disseminate, publish, distribute, or circulate, in any manner whatsoever, any information, data, document or materials related to the Services or performance of the Services under this Agreement, or (b) publish any final reports or documents.

**ARTICLE 13  
STATE TERMS**

**Section 13.1      General State Terms**

13.1.1 Governing Law. The provisions of this Agreement shall be governed by the laws of the State of Maryland and the parties hereto expressly agree that the courts of the State of Maryland shall have jurisdiction to decide any question arising hereunder after all administrative remedies, if any, have been exhausted.

13.1.2 Amendment. This Agreement may be amended by and only by an instrument executed and delivered by each party hereto.

13.1.3 Assignment. This Agreement may not be assigned by either Party, in whole or in part without the written consent of the other; provided however, that MSA may assign any or all of its rights under this Contract to the State of Maryland, or any agency or department thereof. The Contractor shall notify the MSA immediately in writing of any significant changes in its ownership or organization or in the ownership or organization of any of the joint venturers comprising the Contractor.

13.1.4 Incorporation by Reference. All terms and conditions and any changes thereto, are made a part of this Agreement.

13.1.5 Non-Hiring of Employees. No official or employee of the State as defined in State Government Article § 15-102, Annotated Code of Maryland, whose duties as such official or employee include matters relating to or affecting the subject matter of this Agreement shall, during the pendency or term of this Agreement and while serving as an official or employee of the State, become or be an employee of the Contractor or any entity that is a subcontractor on this Agreement.

13.1.6 Articles and Headings. The Article and Section headings contained in this Agreement are solely for convenience of reference and shall not affect the meaning or interpretation of this Agreement or provision thereof.

13.1.7 Personal Liability of Public Officials. In carrying out any of the provisions of the Agreement, or in exercising any power or authority granted to them by or within the scope of this Agreement, there shall be no personal liability upon the members of MSA, either personally or as officials of the State, it being understood that in all such matters the act solely as agents and representation of MSA.

## **Section 13.2 Non-Discrimination Provisions**

13.2.1 Nondiscrimination in Employment. Contractor agrees not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment and to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

13.2.2 Commercial Nondiscrimination. As a condition of entering into this Agreement, the Contractor represents and warrants that it will comply with the State's Commercial Nondiscrimination Policy, as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland. As part of such compliance, the company may not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall Contractor retaliate against any person for reporting instances of such discrimination. The Contractor shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the marketplace. The Contractor understands and agrees that a material violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of the

Contractor from participating in State contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

As a condition of entering into this agreement, upon the request of the Commission on Civil Rights, and only after the filing of a complaint against the Contractor under Title 19 of the State Finance and Procurement Article, as amended from time to time, the company agrees to: provide to the State within 60 days after the request a truthful and complete list of the names of all subcontractors, vendors, and suppliers that the company has used in the past 4 years on any of its contracts that were undertaken within the State of Maryland, including the total dollar amount paid by the contractor on each subcontract or supply contract. The company further agrees to cooperate in any investigation conducted by the State pursuant to the State's Commercial Nondiscrimination Policy as set forth under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland; and to provide any documents relevant to any investigation that is requested by the State. The company understands and agrees that violation of this clause shall be considered a material breach of this agreement and may result in contract termination, disqualification by the State from participating in State contracts, and other sanctions.

### **Section 13.3 Disclosures and Ethics**

**13.3.1 Financial Disclosure.** Contractor shall comply with State Finance and Procurement Article, §13-221, Annotated Code of Maryland, which requires that every business that enters into contracts, leases or other agreements with the State and receives in the aggregate \$200,000 or more during a calendar year shall, within 30 days of the time when the \$200,000 is reached, file with the Secretary of State certain specified information to include disclosure of beneficial ownership of the business.

**13.3.2 Statement of Political Contributions.** Contractor shall comply with the Election Law Article, Title 14 Subtitle 1, Md. Code Ann., which requires that a person doing public business with the State, shall file a statement with the State Board of Elections as provided in Section 14.

**13.3.3** Generally, this applies to every person that enters into contracts, leases, or other agreements with the State of Maryland or a political subdivision of the State, including its agencies, during a calendar year in which the person receives in the aggregate \$200,000 or more, shall file with the State Board of Election a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

**13.3.4 Anti-Bribery.** Contractor warrants that neither it nor any of its officers, directors, or partners nor any of its employees who are directly involved in obtaining or performing contracts with any public body has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the federal government or has

engaged in conduct since July 1, 1977, which would constitute bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the federal government.

13.3.5 Contingent Fees. Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for Contractor, to solicit or secure this agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement.

13.3.6 Appropriation of Funds. If funds are not appropriated or otherwise made available to MSA to support continuation of this Agreement, this Agreement shall terminate automatically as of the beginning of the fiscal year for which funds are not available; provided, however, that this will not affect either party's rights under any termination clause in this Agreement. The effect of termination of the Agreement hereunder will be to discharge both Contractor and MSA from future performance of this Agreement, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of this Agreement. MSA shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Agreement for each succeeding fiscal period beyond the first. Contractor may not recover anticipatory profits or costs incurred after termination.

13.3.7 False Statements. Contractor shall be governed by all laws and regulations prohibiting false or fraudulent statements and claims made to MSA in connection with this Agreement.

#### **Section 13.4 Drug and Alcohol Free Workplace**

13.4.1 The Contractor warrants that it shall comply with COMAR 21.11.08 Drug and Alcohol Free Workplace, and that it shall remain in compliance throughout the term of this Agreement.

#### **Section 13.5 Tax Exemption**

13.5.1 MSA is generally exempt from federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. Where a Contractor (or the Contractor) is required to furnish and install material in the construction or improvement of real property in performance of a contract, the Contractor shall pay the Maryland Sales Tax and the exemption does not apply.

### **Section 13.6 Governmental Immunities**

13.6.1 Nothing in the preceding provision, or in any other term or provision in this Agreement, shall waive, limit, or otherwise affect in any way the limitations, immunities or notice requirements applicable to claims against MSA as unit of the State of Maryland.

### **Section 13.7 Tort Claims Acts**

13.7.1 Contractor agrees for itself and for its insurers, that neither Contractor nor its insurers may raise or use any governmental immunity from or limitation of liability for torts (including under the Maryland Tort Claims Act and/or the Maryland Local Government Tort Claims Act) in the adjustment of claims or in the defense of suits against MSA, the State or the Department, unless requested by MSA.

### **Section 13.8 Independent Contractor Status**

13.8.1 The Contractor is an independent Contractor and neither the Contractor nor its employees, agents or representatives shall be considered employees, agents or representative of the State or of MSA. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners, joint venturers or an association between the State or MSA or the Department and the Contractor.

### **Section 13.9 No Arbitration**

13.9.1 No Arbitration: No dispute or controversy under this Agreement shall be subject to binding arbitration.

### **Section 13.10 Approvals**

13.10.1 This Agreement shall not be effective until all required approvals of the Maryland Stadium Authority Board and the State of Maryland Board of Public Works (if required) have been obtained. No Work shall be commenced hereunder until MSA notifies the Contractor that such approvals have been obtained.

### **Section 13.11 No Third Party Beneficiaries**

13.11.1 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either MSA or the Contractor. There are no intended third party beneficiaries of this Agreement.

### **Section 13.12 Time of the Essence**

13.12.1 Time is of the essence in the performance of the obligations of the Contractor under this Agreement.

### **Section 13.13 Counterparts**

13.13.1 This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

### **Section 13.14 Termination**

13.14.1 Termination for Default. If the Contractor fails to fulfill its obligation under this Agreement properly and on time, or otherwise violates any provision of the Agreement, MSA may terminate the contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at MSA'S option, become MSA's property. The State / MSA shall pay Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and MSA or the State can affirmatively collect damages. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.11B.

13.14.2 Termination for Convenience. The performance of work under this Agreement may be terminated by MSA in accordance with this clause in whole, or from time to time in part, whenever MSA or the State shall determine that such termination is in the best interest of the State. The State /MSA will pay all reasonable costs associated with this Agreement that the Contractor has incurred up to the date of termination and all reasonable costs associated with termination of the Agreement. However, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.12A(2).

### **Section 13.15 Severability**

13.15.1 If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement.

**Section 13.16 Contract Affidavit**

13.16.1 Simultaneously with the execution of this Agreement, Contractor shall execute, seal and deliver to MSA the signed contract affidavit attached hereto as Exhibit 5.

**Section 13.17 Authority to Execute**

13.17.1 The individual signing this Agreement on behalf of Contractor represents and warrants that (i) Contractor is duly organized and authorized to do business in the State of Maryland; and (ii) this Agreement has been duly authorized and is validly executed by an authorized officer of the Contractor.

**Section 13.18 Contract Representatives**

13.18.1 The following individuals are designated as representatives for the purposes of the routine management of the Agreement and communication between the parties.

**MSA Contract Administrator**

Joe March  
Technical Systems Senior Manager

Maryland Stadium Authority  
333 West Camden Street, Suite 500  
Baltimore, Maryland 21201  
Telephone: 410-333-1560  
Email: [jmarch@mdstad.com](mailto:jmarch@mdstad.com)

**MSA Contract Monitor**

Ashley Harper Cottrell  
Creative & Web Manager

Maryland Stadium Authority  
333 West Camden Street  
Baltimore, Maryland 21230  
Telephone: 410-333-1560  
Email: [acottrell@mdstad.com](mailto:acottrell@mdstad.com)

**Contractor's Contract  
Representative**

Name  
Title  
Name of Firm  
Address:  
Address:  
Telephone:



**Section 13.19 Notices**

13.19.1 All notices required or permitted hereunder shall be in writing and delivered personally or by registered or certified mail (restricted delivery) return receipt requested, postage prepaid to the addresses set forth below:

**If to MSA:**

Maryland Stadium Authority  
333 West Camden Street, Suite 500  
Baltimore, MD 21201-2435  
Attention: John Samoryk, Vice President

**With a copy to:**

Office of the Attorney General  
Attn: Cynthia Hahn, Counsel MSA  
200 St. Paul Place, 20<sup>th</sup> Floor  
Baltimore, MD 21202

**If to the Contractor:**

Firm  
Firm Address  
City and State  
Attention:  
Title

Any party may designate another addressee or change its address by notice given to the other party pursuant to this Section. All notices shall be deemed given upon receipt thereof or at the time delivery is refused.

**[Signatures on following page]**

The effective date (the “**Effective Date**”) of this Agreement shall be the last date that this Agreement is executed either by the Contractor or the Maryland Stadium Authority.

ATTEST: MARYLAND STADIUM AUTHORITY

By: \_\_\_\_\_  
Michael J. Frenz, Executive Director

ATTEST: FIRM

By: \_\_\_\_\_  
Authorized Officer

**WEBSITE HOSTING, MAINTENANCE & SUPPORT  
AGREEMENT**

**LIST OF EXHIBITS**

- |           |                                                           |
|-----------|-----------------------------------------------------------|
| Exhibit 1 | Invitation for Bids                                       |
| Exhibit 2 | Intentionally Omitted                                     |
| Exhibit 3 | Bid Form                                                  |
| Exhibit 4 | Bid/Proposal Affidavit                                    |
| Exhibit 5 | Contract Affidavit                                        |
| Exhibit 6 | Intentionally Omitted                                     |
| Exhibit 7 | Conflict-of-Interest Information and Disclosure Affidavit |