



Terms

The Airport Commission is a governmental body, and in accordance with Virginia law is not subject to state sales tax; however, such exclusion may not extend to Vendor in its purchase of goods and services for the Commission.

The Commission may order a year's supply of any particular product or supply at one time, or it may order various quantities of the products at multiple times during the Contract year; or it may not order at all. Please do not ship any items prior to Commission ordering them as they will not be received and will be marked return to sender.

Delivery

All items shall be off-loaded at the loading dock area at Roanoke Blacksburg Regional Airport located at 5202 Aviation Drive, Roanoke, VA 24012 located at the west end of the Terminal; unless some other airport building or location is designated by Commission. Vendor is to have delivery checked and signed-off by Building Services prior to leaving.

Unless other arrangements have been specifically made, all items shall be delivered during the hours of 8:00 a.m. – 5:00 p.m. Monday through Friday.

All items delivered must conform in every way to the specifications of the bid. Substitution of materials or non-conformance with the specifications will be cause for rejection of the item and possible default and cancellation of the Contract for cause.

Vendor shall deliver goods within SEVEN (7) days of the issuance of an order sheet.

The Building Services contacts are:

Jennifer Underwood-Terminal Manager (540) 362-1999, extension 232

Jane Truskey-Assistant Terminal Manager (540) 362-1999, extension 251

Insurance

Vendor shall provide to Commission's Contracts Administrator Erin Henderson suitable evidence of commercial general liability occurrence-type insurance that includes contractual liability and completed operations insurance and, automobile liability with "any auto" coverage naming Vendor as insured and its employees, subcontractors (if applicable), the Commission and its officials, officers, board members, agents, employees and volunteers as additional insureds. The Certificate of Insurance must include the "underlined" above in the description box at the bottom of the Certificate. In addition, the Certificate must include mention that the general liability coverage includes CONTRACTUAL LIABILITY. This may be included in the description box at the bottom of the Certificate.

In addition, Vendor shall also carry WORKERS COMPENSATION coverage.

The Certificate(s) is/are to be emailed to: erinh@flyroa.com.

Questions concerning Agreement are to be directed to:

Erin Henderson

Erin Henderson
Contracts Administrator

erinh@flyroa.com

(540) 362-1999, extension 283