

### Agreement

This agreement, executed this 4th day of March, 2019, by and between the Rector and Visitors of the University of Virginia (the "University") and Omni Charlottesville Virginia Corporation (the "Hotel").

### Term

The term of this Agreement will be for two years effective upon execution of this Agreement, with the ability to renew on the same or similar terms and conditions for four (4) additional two-year periods. The Hotel and the University will mutually agree at least 180 days prior to each renewal option whether to renew the terms of this Agreement.

### Witness

*The Purchasing Manual for Institutions of Higher Education and their Vendors* (the "Manual") specifies those policies which govern the purchasing processes at specifically designated publicly-funded colleges and universities who are eligible to be or are governed by *Subchapter 3 of the Restructured Higher Education Financial and Administrative Operations Act, § 23-38.88 et seq. of the Code of Virginia and Chapters 824 and 829, Acts of Assembly, 2008*. Section 7 of the Manual details the exceptions to competitive requirements. The University, acting in full compliance with the Manual, engaged in negotiation to establish multiple lodging and conference facility (the "goods and Services") Agreements with local Charlottesville, Virginia vendors. The University and the Hotel wish to express in this Agreement the specific basis on which the Hotel will provide the Goods and Services to the University.

Accordingly, and in consideration of the mutual premises and provisions hereof, the parties hereby agree as follows:

1. Contents

These documents are hereby incorporated into this Agreement:

- A. Agreement Attachment 1, Contractual Provisions;
- B. Agreement Attachment 2, Procedure for Resolution of Contractual Claims;
- C. Hotel's proposal dated for a two year period that may be renewed four times;
- D. Hotel's response to negotiations with the University

To the extent that the terms of the various Agreement documents are in conflict, the terms of this Agreement, Agreement Attachment 1, and Agreement Attachment 2 will prevail over all other Agreement documentation.

2. The services provided by the Hotel will include, but not be limited to, the following:

A. General Lodging Services will include:

- 1. Accept cancellations for room reservations up until 12 PM on the day prior to arrival for no charge for all reservations involving nine or less rooms. If reservations are not cancelled by 12 PM, a "no show" charge may be applied for the first nights room and tax.
- 2. Accept reservations associated with any cooperative contracted pricing for which the University may qualify (for example: General Services Administration ("GSA"), Educational and Institutional Cooperative Purchasing ("E&I"), US Communities, etc.)
- 3. Provide, internet access in sleeping rooms, and parking for University booked business.

B. Conference Services will include:

Allow for University departments to use the Audio Visual ("AV") Services of University AV contract vendors. The Hotel will honor the AV pricing detailed in the University's AV contracts, and will not charge the University a surcharge or premium for using these University AV contract vendors. For list of the University AV contract vendors, go to:

<http://www.procurement.virginia.edu/pagecontracts&category=Audio-Visual>

1. Maintain compliance with all local, state, and/or federal food sanitation and health requirements. Also obtain all local permits or licenses which are required to conduct a catering/food operation business.

C. Customer Service will include

1. Return phone calls and e mails from the University within three business hours
2. Provide phone support hours (seven days a week between the hours of 7:30 AM and 7:00 PM Eastern Time)
3. Provide an account manager specifically assigned to manage the University's account. This individual will be the main contact for all University issues beyond those of which are typically handled by the front reservation desk. Such as, but not limited to: quality issues, payment and billing questions, and large group/conference reservation requests.
  - a. Account Manager:  
Jennifer Mayo
  - b. Phone: 434-817-6628
  - c. Email: [jmayo@omnihotels.com](mailto:jmayo@omnihotels.com)
4. Notify reserving University departments, individuals, and the University Contract Administration ("UCA"), identified in section J, of any expected, unexpected, planned, or unplanned changes or occurrences to the Hotel's facilities or immediate surrounding areas which may impact reservations negatively. Such as, but not limited to: construction, flooding, pest control issues (bed bugs), or the closure of onsite recreational amenities or restaurants for whatever reason.
5. Provide, when required by the Hotel, the University Departments with a simple University Approved Order Confirmation Document for the Hotel ("OCD") to sign (see Attachment 3). During the term of this Agreement, the Hotel agrees not to present or request for signature any other contract, agreement, direct bill application, and/or an OCD other than the University approved OCD shown in Attachment 3. The OCD form should only be used for group (10 or more people) and/or conference services reservations, not individual or small group reservations (9 or less people).

**Method of Payment Regarding Monies in excess of \$25,000:** Group will advise Omni of its expected method of payment at least 60 days in advance of arrival. The Hotel accepts cash, check, ACH or wire transfers for payment. In the event you wish to pay by credit card for your event or your deposit, Omni Hotels and Resorts will accept payment up to \$25,000 on American Express, Diners Club, Discover Card, JCB International, Master Card or Visa. For any amounts or balance greater than \$25,000 a 1.5% convenience fee will be charged. If Group requests paying using a credit card honored by Omni, a valid credit card must be provided to Omni no later than 45 days prior to arrival, and all charges that Group is responsible for will be charged to such credit card at departure. Upon application and review by Omni, Omni may elect to extend direct billing privileges for a portion of the master account to Group. If direct billing has been established, payment of all undisputed outstanding balance of Group's master account is due within thirty (30) days of Group's receipt of invoice from Omni. DB accounts may be settled by cash, check, ACH or wire transfers. Omni Hotels and Resorts will accept payment up to \$25,000 on American Express, Diners Club, Discover Card, JCB International, Master Card or Visa. For any amounts greater than \$25,000 a 1.5% convenience fee will be charged. For approved DB accounts paying pay cash, check, ACH or wire transfer Omni Hotels and Resorts will offer a 1% discount for clients that pay in 15 days terms. Clients who do not elect the early pay discount must accept net 30 terms.

D. Technology will

1. Allow for the University to make lodging reservations via a third party booking tool that operates using information pulled from the Global Distribution System ("GDS"). The ensure that the GDS tool functions correctly, with up to date accurate reservation information, the Hotel will ensure all availability is in the GDS with live content and pricing

E. Fees

1. Federal and State per diem rates

- a. The Hotel will extend Federal and State per diem rates for lodging with the following restrictions:
  - i. Individuals must present a personal issued federal / state identification upon check-in. For additional clarification, the University of Virginia Faculty /Staff identification cards will be recognized as acceptable state identification and be granted the state per diem rates, upon availability. These rates do not have last room availability.
2. Lodging Rates
  - a. 20% off Best Available Rate ("BAR"). BAR rates can be seen on the Hotel's website and are to be made available until the last room is sold.
  - b. There are no blackout dates for the University rates with the exception of UVA Final Exercises and Chartered Financial Analyst (CFA) grading.
  - c. At the time of booking, the Hotel will do a price analysis. If 20% off of the BAR being offered on the day of check-in is lower than the room rate booked at the time of reservation, the Hotel will charge the University the lower rate of the two. If the hotel is offering a room at a lower rate, the Hotel will complete the reservation at this lower rate. The Hotel guarantees that the 20% University discount is the highest discount being offered and equates to the lower room rate available. This will be known as the "UVA Lowest Rate Guarantee"
  - d. Group Lodging (defined as groups of 10 rooms or more) will be negotiated per reservation, but at a minimum the University will receive at least the 20% off of BAR.

## 3. Conference Room Rates &amp; Fees

<b>Conference Room Pricing</b>		
Banquet Room	Standard Room Rental	UVA Discounted Room Rental
Jefferson Ballroom	\$18,000	\$15,300
2/3 of Ballroom	\$12,000	\$10,200
½ of Ballroom	\$9,000	\$7,650
1/3 of Ballroom	\$6,000	\$5,100
James Monroe	\$550	\$467.50
Ashlawn/Highlands	\$400	\$340
Ashlawn	\$200	\$170
Highlands	\$200	\$170
Lewis/Clark	\$350	\$297.50
Clark	\$200	\$170
Lewis	\$200	\$170
Montpelier	\$250	\$212.50
Madison	\$250	\$212.50
Wilson	\$250	\$212.50
Preston	\$800	\$680
Monticello	\$200	\$170
Atrium	\$3,000	\$2,550
<b>Conference Room Discounts</b>		
<b>Total actualized room nights associated with conference</b>	<b>Minimum Percentage off total conference room rental</b>	
25	25%	
50	50%	
75	75%	

- a. The Hotel will guarantee a price match for conference or catering events when compared to conference and catering serviced provided by other University  
b. lodging contract vendors.

## 2. AV Equipment Rental Fees

## EVENT TECHNOLOGIES

A Francis Company

**EVENT PRODUCTION GUIDELINES:**

FOR EXHIBIT DECORATING, PRODUCTION AND AUDIO VISUAL COMPANIES AT THE OMNI CHARLOTTESVILLE Virginia Corporation HOTEL, CHARLOTTESVILLE, VIRGINIA

The wide spectrum of CONVENTIONS, TRADE SHOWS, EXHIBITS and other activities which are staged in the OMNI Charlottesville Virginia Corporation Hotel in Charlottesville, VA require the establishment of certain guidelines relative to coordination of services, liability and safety.

These guidelines apply to all Decorating, Production & Audio Visual companies working in The OMNI Charlottesville Virginia Corporation Hotel in Charlottesville, VA meeting and function area whether the event is open or closed to the public. Please: read the entire document, forward all required 'proof of insurance', sign the last page and return via fax as described at least 10 days prior to load-in.

Thank you for your cooperation. We look forward to a successful show.

SECTION	CONTENTS	PAGE
1.	OPERATING SPECIFICATIONS	2
2.	LOAD-IN/LOAD-OUT	4
3.	PERSONNEL	5
4.	RIGGING	6
5.	SIGNAGE	6
6.	BANNERS	6
7.	ELECTRICAL SERVICES	7
8.	MOTORIZED VEHICLES	7
9.	SECURITY	8
10.	CLEANING & CUSTODIAL SERVICES	8
11.	DAMAGES	8
12.	HOTEL CONTACT INFORMATION	9
13.	ACKNOWLEDGMENT	10

## 1. OPERATING SPECIFICATIONS

An outside Production or AV Company can work within The OMNI Charlottesville Virginia Corporation Hotel in Charlottesville, VA under the following circumstances:

- 1.1. Current CERTIFICATE OF INSURANCE on file in compliance with **OMNI INSURANCE REQUIREMENTS**.
- 1.2. "**OMNI SUPPLIER SERVICE AGREEMENT**" from the Production or AV Company is on file absolving the OMNI Charlottesville VA. Corp. Hotel in Charlottesville, VA from any claim of damages resulting from equipment used or labor provided by the Production or AV Company.
- 1.3. A copy of the "Event Production Acknowledgement" signed and on file with Hotel Conference Services Management, Ph: 434-817-6626, faxes: 434-817-6493.
- 1.4. All Local, State, Federal and the OMNI Charlottesville Virginia Corporation Hotel in Charlottesville, VA codes and regulations are followed.
- 1.5. All connections to the building's power sources are handled by OMNI Charlottesville Virginia Corporation Hotel in Charlottesville, VA personnel OR our exclusive in-house electrical contractor. The Production or AV Company is responsible for all charges for connecting to and usage of the hotel's power sources. This is not a complimentary service of the hotel.
- 1.6. All ceiling hanging (structural steel or rigging points) must be conducted by OMNI Charlottesville Virginia Corporation Hotel in Charlottesville, VA personnel OR our exclusive in-house rigging contractor Encore Event Technologies. Points are charged at \$120.00 per point, per day. The Production or AV Company is responsible for all charges. This is not a complimentary service of the hotel.

The OMNI Charlottesville Hotel in Charlottesville, VA has no storage facilities for equipment. This is the responsibility of the Production or AV Company to remove all carts, road cases, etc. during the events. All connections to the house sound system must be conducted by the OMNI Charlottesville VA.

Corp. in Charlottesville, VA's in-house Audio Visual department (Encore Event Technologies). The Production or AV Company is responsible for all charges for connecting to and usage of the hotel's sound system. Rates are available from your Encore Event Production Manager upon request.

- 1.7. Sound levels and any hired live music are to be appropriate for the contracted space and are not to interfere with activities of any other group. Actual meetings in progress take precedence over any sound check or rehearsal. Please respect any request regarding sound levels you may receive from Omni Management. The Omni reserves the right to immediately terminate any event in the case of inappropriate sound level
  - 1.8. The Production or AV Company is encouraged to provide a walkie-talkie or direct in-house phone extension to Hotel Audio Visual & Production and Conference Services Manager in order to establish direct link communications in the event that a problem arises with the Production Company's equipment or personnel.
  - 1.9. Pyrotechnics either indoor or outdoor are not permitted.
  - 1.10. When using water, chemical or dry ice fog/haze machines, the Production or AV Company is required to contact the Conference Services Manager department with exact dates and times that such equipment will be used. This must be done to insure that the fire alarm and sprinkler system is not accidentally enabled. The Production or AV Company is responsible for all costs of hotel personnel required to perform a fire watch.
  - 1.11. The Production or AV Company accepts responsibility for any costs assessed to inspect or replace sprinkler heads or smoke sensors that have been discharged in the course of an event. The Production or AV Company will be held responsible for any costs or fines assessed by the fire department for a false alarm resulting from the unscheduled discharge of pyrotechnics or smoke.
  - 1.12. The Production or AV Company must adhere to all codes, rules and guidelines set forth by the Charlottesville, VA Fire Marshal. A Material Safety Data Sheet (MSDS) is required for any chemicals utilized by a Production or AV Company.
  - 1.13. The Production or AV Company accepts responsibility for producing all necessary diagrams outlining the event setup. All diagrams must be submitted to the CS Manager for approval no less than 30 days in advance of the Event.
  - 1.14. The Production or AV Company accepts responsibility for obtaining a Fire Marshal approved diagram of all General Sessions, Exhibit Halls and any other Event deemed necessary by either the Charlottesville, VA Fire Marshal or the OMNI Charlottesville Virginia Corp. Hotel in Charlottesville, VA.
    - 1.14.1. A copy of the approved diagram must be provided to the CS Manager prior to submission to the Fire Marshal's office. The hotel will review and make suggestions of any items it may find as challenges.
    - 1.14.2. A copy of the approved diagram must be provided to the CS Manager prior to Event Load-In. Please contact the Charlottesville, VA Fire Marshal's office for specific instructions on how to obtain this approval.
    - 1.14.3. All costs associated with this process are the responsibility of the Production or AV Company and the Client.
  - 1.15. The OMNI Charlottesville Virginia Corporation has the final say in the decision of whether an outside company may be utilized for a given program.
2. LOAD-IN/LOAD-OUT - INSTALLATION/DISMANTLING
- 2.1. The Production or AV Company will work with Omni's Conference Services Manager to outline the exact days, times and hotel access areas for both load-in and load-out. These times and areas must be adhered to.
  - 2.2. A Technical Supervisor (T.S.) will be assigned to your Production Company during the load in, set-up, teardown and load out of your event. The T.S. assigned to you by Encore Event Technologies, will also do a walkthrough of the facility and note any existing damage in the room prior to load in. At the conclusion of load out, the T.S will do a follow-up walkthrough and note any additional damage to the facility. See Damages (section 11) for more details. A Technical Supervisor will also be responsible

for assisting said Production Company with questions or concerns regarding the facility. Technical Supervisor will be billed at a 4 hour minimum. Billing will be calculated according to the published rate schedule below and charged to the client's folio:

LABOR RATE SCHEDULE			
Load In/ Load Out Supervisor	MONDAY-FRIDAY	SATURDAY-SUNDAY	HOLIDAYS
<i>(4 Hour Minimum)</i>			
7:00am – 5:00pm	\$60.00 per hour	\$90.00 per hour	\$120.00 per hour
5:00pm- 12:00 Midnight	\$80.00 per hour	\$120.00 per hour	\$160.00 per hour
12:00 Midnight – 7:00am	\$100.00 per hour	\$140.00 per hour	\$180.00 per hour

- 2.3. Before unloading/loading product into any ballroom - visqueen must be placed on floor.
- 2.4. The installation and construction of wooden stages may not be done unless visqueen is installed under the entire area that the stage is going to encompass. No nails or bracing wires used in production set-ups may be attached to the building. No painting, mixing of chemicals or explosive materials is allowed inside the hotel. No sawing or cutting of materials with any power tool is allowed within the hotel.
- 2.5. The schedule of times and number of vehicles used for load-in/out, productions or entertainment events must be submitted in writing, to the Convention Operations Manager a minimum of ten (10) days prior to move-in.
- 2.6. All cabling that is in public view must be properly "managed"; out of view whenever possible. All extension cords will be properly taped to the carpet. Any tape applied to, floors, carpets, etc., must be approved by management in advance. For aesthetics and safety reasons, all cabling must use a bridge if tape cannot properly cover multiple cable runs. Hotel property must be returned to the condition in which the Production or AV Company received it. This includes the removal of all residues. All charges for cleaning and repair will be the responsibility of the Production or AV Company. The use of packaging tape is prohibited on floor surfaces or walls. All outside contractors hired by the Production or AV Company will adhere to all applicable rules and regulations. Any damage incurred in their specific work areas will be the responsibility of the Production or AV Company.
- 2.7. The Production or AV Company is responsible for the traffic control of vehicles scheduled by them for load in/out. Parking of trucks or trailers overnight at the loading docks or on Hotel property is prohibited without prior consent of the Conference Services Manager. Unless a trailer is being loaded or unloaded, it must be removed from hotel property. The hotel is not responsible for tickets.
- 2.8. All production equipment delivered to meeting rooms will be transported through service corridors. Equipment or road boxes are not to be transported through the public areas.
- 2.9. The Production or AV Company shall not access the OMNI Charlottesville hotel and meeting rooms through public elevators and public passageways utilized by guests of the Omni. The Third-Party Supplier must use freight and service elevators, and service corridors and service hallways for all operations on Omni premises including, load-in/load-out. The Production or AV Company will not have exclusive use of the service elevators as they are also used by housekeeping and room service. At no time, will the banquet elevators be authorized for load in/ load out use.
- 2.10. To protect the integrity of our guest rooms any audio visual equipment to be used in any guest room must be delivered, set-up, and operated by OMNI Charlottesville Virginia Corporation in Charlottesville, VA personnel or our in-house audio-visual supplier, Encore Event Technologies. The Production or AV Company is responsible for labor costs that may result. This is not a complimentary service of the hotel.

- 2.11. No equipment is allowed in the foyer areas without consent from the Conference Services Manager.

### 3. PERSONNEL

- 3.1. The Production or AV Company is responsible to hire competent personnel to set up, operate and remove their equipment. The Production or AV Company is responsible for the actions of any personnel attached to or associated with their staff.
- 3.2. All labor employed by a Production or AV Company, regardless of their craft, must wear a uniform shirt identifying the company that they are working for. T-shirts are acceptable. Service contractor employee's clothing will be neat, reflecting an overall tidy appearance to conform to Omni's image. Nametags for all management are advised.
- 3.3. Production crew/staff are not allowed in the Employee cafeteria. Crews shall not break or lounge in public corridors or other public space of the Hotel.
- 3.4. Smoking, eating or drinking is prohibited within the ballrooms at all times. Room service or catered meals are allowed, per the client's request, at a cost. This is not a complimentary service of the hotel.
- 3.5. Beverages will be restricted to non-alcoholic during set-up and tear-down. Food and beverages staged or stored in Hotel service corridors is Omni property and is not to be touched by Production or AV Companies.
- 3.6. Theft, attempted theft, misappropriation of property or the aiding of such acts will result in immediate removal and possible criminal prosecution.
- 3.7. The possession or use of intoxicants on Omni property or job sites is prohibited. Possession or use of illegal drugs is prohibited, other than medicine prescribed by the employee's physician. Violation will result in immediate removal of the individual from the premises and possible legal action.
- 3.8. The possession of guns, explosives or weapons of any kind is prohibited. Fighting, physical violence, creating a disturbance, horseplay, disorderly conduct or the use of abusive language is a violation of Hotel policy and will result in immediate removal of the individual from the premises and possible legal action.
- 3.9. Gambling is not permitted within the Hotel.

### 4. RIGGING

- 4.1. All connections to the ceiling or roof supporting structure of the hotel will be made by *or directly supervised by* Encore Event Technologies the exclusive rigging contractor for the OMNI Charlottesville Virginia Corporation Hotel in Charlottesville, VA. Encore is responsible for the advance approval & installation of everything that is suspended overhead.
- 4.2. All rigging labor will consist of a minimum of 2 riggers (1 high, 1 low) at a 4 hour minimum. Rates are available from Encore at 434-817-6484. Rigging supervision is subject to the same rate schedule outlined in Section 2.2 of this document.
- 4.3. Hotel Rigging Point drawings can be supplied upon request from Encore Event Technologies. Production Company is responsible for sending all diagram requests to Encore Event Technologies within thirty (30) days of show load-in for approval.
- 4.4. All flown or ground supported lighting trusses will include black truss drape teasers. Lighting cables will be managed appropriately. Trusses utilized for set design will be reviewed with the meeting planner to ensure the final look of the room meets with our brand standards.
- 4.5. Unless specified by the hotel, all rigging should be black or silver. All cords and lights installed onto the truss should match the color of the rigging.

### 5. SIGNAGE



- 5.1. All requests for the placement of group direction and informational signs should be forwarded to your Conference Services Manager, in advance, for approval. Signage is permitted in the meeting and conference room areas only. Omni does not permit signage in the Hotel lobby or on guestroom floors. We request that all materials be professionally printed and framed. A limited number of hotel easels may be available through your Conference Services Manager for use.
  - 5.2. The placement of signs, placards, banners, announcements or distribution of any periodicals is prohibited without consent of the OMNI Charlottesville Virginia Corporation Hotel in Charlottesville, VA.  
  
Please contact Encore Event Technologies for more information.
  - 5.3. Signs may not be taped, Velcroed or pinned to any wall or podium surface. This includes Signs on podiums.
6. BANNERS
- 6.1. All requests for the placement of banners should be forwarded to your Conference Services Manager, in advance, for approval and pricing.
  - 6.2. All lightweight banners intended to be attached to the ceiling or roof structure of the Hotel must be attached and removed by Encore. This is not a complimentary service of the hotel.
  - 6.3. All banners and signs that are flown or hung overhead in a common area of the hotel need to be constructed of vinyl or cloth fabric. Hard material of any kind cannot be suspended overhead in any public area of the hotel. This applies to the surface material, top or bottom battens or rods, or any stiffening device. Hotel rigging staff will attach soft wooden battens to the top of the banner or sign using short staples for hanging purposes.
  - 6.4. Velcro is not acceptable as a means of attaching a banner to any structure or to other flown material.
  - 6.5. Hanging banners outside of the building is strongly discouraged because of unpredictable winds. Requests for outside rigging will be carefully evaluated case by case. (Must be approved by Hotel management)
  - 6.6. The OMNI Charlottesville Virginia Corporation will make every effort to place and position banners and signs as designated by the meeting planner. Safety is a dominating concern for anything that is suspended overhead. Omni Rigging Supervisors are responsible for the final approval of banner construction, configuration and placement.
7. ELECTRICAL SERVICES
- 7.1. All electrical service must be coordinated through Omni Electrical Services OR our exclusive in-house electrical contractor.
  - 7.2. It is the responsibility of the Production or AV Company to provide the OMNI Charlottesville VA. Corp. a detailed listing of all power requirements two weeks prior to the show. There is a charge for electrical hook -up and service. This is not a complimentary service of the hotel.

## 8. MOTORIZED VEHICLES

- 8.1. Definition: Motorized vehicles are defined as any vehicle which is propelled by an internal combustion engine using Class-I or Class-II fuel, such as, but not limited to automobile, trucks, motorcycles, aircraft and watercraft.
- 8.2. All motorized vehicles which are displayed shall have the battery/batteries disconnected at the "HOT" lead. The lead shall be safely secured.
- 8.3. Fuel tanks in vehicles on display must be less one-half (½) full or completely empty and purged of all fumes.
- 8.4. All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape to prevent inspection by viewers. Tractors, chain saws, generators and other such fuel powered equipment shall be safeguarded in a similar manner.
- 8.5. Fueling or de-fueling of vehicles shall be prohibited on hotel property
- 8.6. A special permit is required for any vehicles displayed on stage or in any area inside the hotel. Permit application must be made by the Production or AV Company to the Charlottesville, VA Fire/Rescue Division, Fire Loss Management Department, twenty one (21) days in advance of the show. A copy of the permit must be on file with the OMNI Charlottesville VA. Corp. Hotel in Charlottesville, VA. Vehicles must be positioned in a manner that does not affect means of egress. Vehicles shall not be moved during show hours.
- 8.7. Prior to entering the building, the Production Manager must contact the Director of Convention Operations or Convention Floor Manager for a visual inspection and Omni's Loss Prevention department must be notified that a vehicle is being driven in the Hotel.
- 8.8. Upon entering, visqueen must be laid under the place where the vehicle is to be located. The visqueen must remain under the vehicle during the time it stays in the hotel.

## 9. SECURITY

- 9.1. The Production or AV Company is responsible for the security of its own equipment at all times. When contracting outside security firms, that firm must have the approval of the Conference Services Manager prior to their work beginning.
- 9.2. The OMNI Charlottesville VA Corp. Hotel in Charlottesville, VA  
requires on file: 9.2.1. Certificate of Insurance  
9.2.2. Hold Harmless agreement
- 9.3. All security personnel in uniform with acceptable grooming standards
- 9.4. No smoking or eating in public areas
- 9.5. No firearms are permitted in the Hotel
- 9.6. No sitting when visible in public areas
- 9.7. All meal breaks are to be taken in designated areas

## 10. CLEANING AND CUSTODIAL SERVICES

- 10.1. It is the responsibility of the Production or AV Company to clean any area that they use and to remove any tape residue, used tape or large stains. A walk-through at the end of the show will be done by a Convention Operations Floor Manager.
- 10.2. The OMNI Charlottesville VA. Corp. Hotel in Charlottesville, VA does not provide cleaning materials, supplies, vacuums, or janitorial services for the meeting room areas. Trash removal is the responsibility of the Production or AV Company.

- 10.3. At the conclusion of the convention, the ballroom, meeting space and loading docks used by a Production or AV Company must be presentable for the next day's business prior to leaving the property.

## 11. DAMAGES

- 11.1. An inspection of the ballroom is to be made prior to installation and upon completion of the load-out by the Production or AV Company. All vendors, Production Companies, and groups are responsible to leave the hotel in the same condition it was found.
- 11.2. Damages to the furniture, fixtures and equipment in the ballrooms are the responsibility of the Production or AV Company.
- 11.3. An acknowledgment of damages, if any, will be presented to the Production Manager at the end of the show.
- 11.4. All claims for damages will be submitted to the Production or AV Company in writing within ten (10) business days following the final walk-through.
- 11.5. To prevent damage, furniture will not be removed from public areas for meeting room purposes.

## 12. HOTEL CONTACT INFORMATION

Hotel Main Number	434-971-5500
Encore Event Technologies	434-817-6484
Hotel Engineering	434-817-6629

13. ACKNOWLEDGMENT

I have read the OMNI Charlottesville VA. Corp. Hotel in Charlottesville, VA Hotel Regulations for Production & Audio Visual, and will enforce them when working at the OMNI Charlottesville VA. Corp. Hotel in Charlottesville, VA. I understand that failure to enforce them may result in financial penalties.

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SHOW NAME: \_\_\_\_\_

SHOW DATES: \_\_\_\_\_

YOUR CLIENT'S NAME: \_\_\_\_\_

YOUR CLIENT'S PHONE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

RETURN A SIGNED COPY OF THIS PAGE VIA FAX TO:

OMNI Charlottesville VA Corp. Hotel in  
Charlottesville, VA ATTN: Conference Services  
Management  
434-817-6626, fax 434-817-6493

Please Remember To Also Attach Your:

- Current CERTIFICATE OF INSURANCE (see Section 1.1)
- "OMNI SUPPLIER SERVICE AGREEMENT" (see Section 1.2)

3. Additional service charge fees:

- a. 22% gratuity / service fee for catering, room rental, and AV rental.
- b. Current local tax

B. Attrition and Cancellation Terms

- 1. For transient lodging (defined as being a reservation with 9 or less rooms), please see section 2.A.1
- 2. For group lodging
  - a. The minimum number of rooms that must be associated with a reservation before attrition or cancellation fees may apply is **10 rooms**.

- b. All rooms that are proven to be used by persons attending the event shall be counted in the Room Block. These include, but are not limited to: all persons who, for whatever reason, do not receive the Group rate – late reservations, corporate rates, government rates, etc.
- c. Any pre and/or post nights rooms proven to be used by persons attending the event shall be counted in the Room Block. These include, but are not limited to: all persons who, for whatever reason, do not receive the group rate – late reservations, corporate rates, government rates, etc.
- d. The attrition and cancellation fees will only apply if the Hotel is unable to resell the rooms
- e. Attrition or cancellation invoices will be set after the date of the event

f. Calculations and percentages used for lodging attrition fees are as follows (Client is responsible for notifying Omni in writing if first 30% allowable attrition is being taken to reduce room block. If such communication is not received, attrition is automatically calculated at percentages within 29 days.)

Days before Check-in	Allowable % Attrition	% Charge beyond allowable amount
Time of reservation – 30 days	30%	50%
29 days	30%	85% of quoted room price

g. Calculations and percentages used for lodging cancellation fees are as follows. Cancellation calculations are made after allowable attrition allowances have been applied.

Days before check-in	Percent Charged for cancellation of group reservation*
From signature of OCD until 6 months prior to arrival	10% of total contracted block
Between six months and 60 days prior to arrival	40% of total contracted block
59 days to 30 days before arrival	50% of total contracted block
Within 29 days of arrival	70% of total contracted block

3. For Catering Services:

- a. The cancellation fees will only apply if the Hotel is unable to book another event of similar size and revenue.
- b. Attrition or cancellation invoices will be sent after the date of the scheduled event.
- c. Calculations for catering cancellation and attrition fees will be based upon the food and beverage minimum agreed upon in the OCD.
- d. No catering or cancellation penalty will be applied if function is re-booked and actualized within 6 months of the original event date.

e. Catering and conference services attrition and cancellation fees are as follows:

Days Prior to Event	Allowable Attrition / % of Catering minimum charged beyond allowable amount	Cancellation Percentage Amount Due
Time of reservation - 4 days before event	30%/50%	50% of estimated food price or food and beverage minimum as noted on the OCD
3 days – 0 days	10%/100%	100% of estimated food price or food and beverage minimum as noted on the OCD

C. Rebates and Certificates

The Hotel will rebate the University with 2 complimentary room night certificates each year. The room rebate will be given in the form of room certificates that are good for one night's stay at the Hotel and will be valid for one year from the date of issue. The certificates are transferable and can be used by anyone the University assigns them to.

- The certificates may be sent via e-mail directly to the UCA (see section J) or the certificates can be mailed to the University no later than the 30<sup>th</sup> of each January, with the expiration date reading 1 FEBRUARY of the subsequent year (if the certificates are sent on 30 JAN 2019, the expiration date should read 1 FEB 2020). The certificates will be sent to:

Attention: Raegan Harouff  
1001 North Emmet St.  
PO Box 400202  
Charlottesville, VA 22904

In the event that the certificates are not sent or postmarked by the date specified above (30 JANUARY), the hotel agrees to give 1 additional certificate per week of delinquency. Additional certificates should be received at the above address no later than 1 week after the due date. The first week of delinquency will be applied on January 31<sup>st</sup> and in increments of seven days thereafter.

- The Hotel will pay the University a 5% rebate (the "University rebate"). The rebate will be paid quarterly. The 5% rebate is based upon all University business paid via the Travel & Expense card ("T&E Card") to the Hotel.
- The Hotel will register and participate in the annual Travel Expo. The hotel will commit to providing a door prize with a minimum of \$100.00 USD value.**

D. Ordering and Payment Processes

- No prepayments or deposits will be required
- The Hotel will accept the University T&E Card as the method of payment for the Hotel's Goods and Services. At the time of reservation, the Hotel will
  - Provide the University with a lodging rate as details in Section E.
  - Collect needed guest information
  - Collect T&E Card information to be used for payment
  - If applicable, the Hotel may also request for the University department to sign the Hotels OCD.
- At the time of guest check-in, the Hotel may collect from the guest a form of payment to be used for non-allowable charges.
- If there is a problem with the University's T&E Card on file to be used for payment, the Hotel will not let that disrupt the check-in process. After check-in has been completed the Hotel will contact the University department T&E Card holder and/or the appropriate University's T&E Card Administrator(s) (identified in section J).
- For clarification, the University T&E Card being used for payment will
  - Not match that of the name of the guest checking in
  - Will not be present at time of check-in.
  - Third party credit card authorization form will not be required
- At check out, the Hotel will charge University allowed charges to the T&E Card and send an itemized billing summary to the T&E Card holder.

E. Auditing and Quality Control Services will include

1. Hotel may not charge fees higher than those listed in Section E. If during the term of this Agreement it is discovered that the Hotel is charging higher fees than those detailed in this Agreement, then the Hotel will send a check to the University for the amount of
  - a. A University contract compliance audit fee of \$200
  - b. The total amount of all overcharges discovered in the University pricing audit. Pricing audit will go back at least 12 months.
2. The Hotel agrees to submit a report of all University T&E Card spend with rebate on a quarterly basis. These reports can be mailed to the address above (Section G.1) or electronically to

Patrick Wood, Procurement Specialist, [wpw9r@virginia.edu](mailto:wpw9r@virginia.edu), 434-924-3507

4. The Hotel will ensure that only allowable charges are charged to a University T&E Card. Allowable charges are: room and tax only, unless otherwise specified by the cardholder. Any non-business charges (personal nature) such as movies, laundry, spa services, etc. would be classified as non- authorized. The hotel must provide the T&E card holder an invoice at time of checkout detailing all charges to their T&E Card.
5. Hotel will take T&E Card information over the phone or directly through the Hotel's website reservation system, and will not ask for T&E Card numbers to be faxed or e-mailed. Third party credit card authorization form will not be required for T & E card use. Card holders may give permission to the Hotel to keep their T&E card information on file to be used for future reservations. If permission is granted, Hotel will store the University T&E Card information in a secure environment in compliance with PCI requirements. If the T&E card holder does not grant permission, Hotel will use card information exclusively for the single transaction and then delete the information in a secure manner.

A. Contract Administrators

The individuals named below will serve as the identified Contract Administrators for their respective areas:

University Contract Administrator ("UCA")

Raegan Harouff  
University Travel Manager  
Department of Procurement and Supplier Diversity Services  
University of Virginia  
Office: 434-924-4354

Travel and Expense Card Administrator

Office Hours: Monday thru Friday, 7 AM to 4 PM Eastern Standard Time) Crystal  
Dollens  
Assistant Purchasing Card Administrator

Department of Procurement and Supplier Diversity Services  
University of Virginia  
Office: 434-924-2705  
[cml8y@virginia.edu](mailto:cml8y@virginia.edu)

The Hotel will not make any commitments or comments or take any actions on behalf of the University without the explicit direction of the Contract Administrator. The University reserves the right to change its Contract Administrator upon notice to the Hotel.

Acceptance

Rector and Visitors of the University of Virginia

DocuSigned by:  
Signature: John McHugh  
208C50E3\* C53410...  
John McHugh, Interim Director of Procurement & Supplier Diversity Services

Date: 3/4/2019

Hotel: Omni Charlottesville Virginia Corporation

Authorized Representative:  
Signature: [Handwritten Signature]  
Printed Name: PAUL MAHER  
Date: 3/5/19



## Agreement

This Agreement, executed this 5th day of March, 2021, by and between the Rector and Visitors of the University of Virginia (the "University") and the Omni Charlottesville Virginia Corporation (the "Hotel").

## Term

The term of this Agreement will be for two years effective upon execution of this Agreement, with the ability to renew on the same or similar terms and conditions for four (4) additional two-year periods. The Hotel and the University will mutually agree at least 180 days before each renewal option whether to renew the terms of this Agreement.

## Witness

*The Purchasing Manual for Institutions of Higher Education and their Vendors* (the "Manual") specifies those policies which govern the purchasing processes at specifically designated publicly-funded colleges and universities who are eligible to be or are governed by *Subchapter 3 of the Restructured Higher Education Financial and Administrative Operations Act, § 23-38.88 et seq. of the Code of Virginia and Chapters 824 and 829, Acts of Assembly, 2008*. Section 7 of the Manual details the exceptions to competitive requirements. The University, acting in full compliance with the Manual, engaged in negotiation to establish multiple lodging and conference facility (the "goods and Services") Agreements with local Charlottesville, Virginia vendors. The University and the Hotel wish to express in this Agreement the specific basis on which the Hotel will provide the Goods and Services to the University.

Accordingly, and in consideration of the mutual premises and provisions hereof, the parties hereby agree as follows:

1. Contents

These documents are hereby incorporated into this Agreement:

- A. Agreement Attachment 1, Contractual Provisions;
- B. Agreement Attachment 2, Procedure for Resolution of Contractual Claims

To the extent that the terms of the various Agreement documents conflict, the terms of this Agreement, Agreement Attachment 1, and Agreement Attachment 2 will prevail over all other Agreement documentation.

2. The services provided by the Hotel will include, but not be limited to, the following:

A. General Lodging Services

- 1. The Property must be in the Charlottesville/Albemarle vicinity
- 2. Accept cancellations for room reservations until 4 p.m. on the day of arrival for no charge for all reservations involving nine or fewer rooms. If reservations are not canceled by 4 p.m., a "no show" charge may be applied for the first night's room and tax.
- 3. Accept reservations associated with any cooperative contracted pricing for which the University may qualify (for example: General Services Administration ("GSA"), Educational and Institutional Cooperative Purchasing ("E&I"), US Communities, etc.)
- 4. Provide internet access and parking for University booked business.
- 5. The Property must provide shuttle service to University of Virginia Grounds if the Property is more than one mile from Central Grounds or the Medical Center. Shuttle service may be temporarily suspended while UVA is under a domestic travel restriction.

B. Standard Hotel Rating

- 1. The Property must be rated a 3 Diamond AAA property or higher at the time of contract signing and must maintain this rating throughout the term of the Agreement.

C. Conference Services will include:

- 1. Allow for University departments to use a Virginia Higher Education Procurement Consortium (VHEPC) Audio Visual ("AV") vendor of their choosing. For a list of the VHEPC contract vendors for AV services, go to:

<https://vhepc.cobblestone.software/public/default.aspx>

2. Outside vendors must use Encore for in-house sound and meeting room internet service.
3. Maintain compliance with all local, state, and/or federal food sanitation and health requirements. Also, obtain all local permits or licenses required to conduct a catering/food operation business.

D. Customer Service will include:

1. Return phone calls and e-mails from the University within three business hours
2. Provide phone support hours (seven days a week between the hours of 7:30 a.m. and 7:00 p.m. Eastern Time)
3. Provide an account manager specifically assigned to manage the University's account. This individual will be the primary contact for all University issues beyond those typically handled by the front reservation desk. Such as, but not limited to: quality issues, payment and billing questions, and large group/conference reservation requests.
4. Notify reserving University departments, individuals, and the University Contract Administration ("UCA"), identified in section 8.A, of any expected, unexpected, planned, or unplanned changes or occurrences to the Hotel's facilities or immediate surrounding areas which may impact reservations negatively. These include construction, flooding, pest control issues, or the closure of onsite recreational amenities or restaurants for whatever reason.
5. Provide, when required by the Hotel, the University Departments with a simple University Approved Order Confirmation Document for the Hotel ("OCD") to sign (see Attachment 3). During the term of this Agreement, the Hotel agrees not to present or request for signature any other contract, Agreement, direct bill application, and/or an OCD different than the University approved OCD shown in Attachment 3. The OCD form should only be used for a group (10 or more people) and/or conference services reservations, not individual or small group reservations (9 or fewer people).

E. Technology will:

1. Allow for the University to make lodging reservations via a third-party booking tool that operates using information pulled from the Global Distribution System ("GDS"). This will ensure that the GDS tool functions correctly, with up-to-date accurate reservation information, the Hotel will ensure all availability is in the GDS with live content and pricing.

3. Fees

A. Federal and State per diem rates

1. The Hotel will extend Federal and State per diem rates for lodging and catering/conference services with the following restrictions:
  - a. Individuals must present a personal issued federal / state identification upon check-in. For additional clarification, the University of Virginia Faculty / Staff identification cards will be recognized as acceptable state identification.
  - b. These rates do not have last room availability and may not be applied to groups of 10 or more.

B. Lodging Rates

1. 20% off Best Available Rate ("BAR"). BAR rates can be seen on the Hotel's website and made available until the last room is sold.
2. There are no blackout dates for the University rates except for UVA Graduation dates.
3. At the time of booking, the Hotel will do a price analysis. If 20% off the BAR being offered on the day of check-in is lower than the room rate booked at the time of reservation, the Hotel will charge the University the lower rate of the two. If the Hotel is offering a room at a lower rate, the Hotel will complete the reservation at this lower rate. The Hotel guarantees that the 20% University discount is the highest discount being offered and equates to the lower room rate. This will be known as the "UVA Lowest Rate Guarantee."
4. Group Lodging (defined as groups of 10 rooms or more) will be negotiated per reservation, but the University will receive at least the 20% off BAR.
  - a. The UVA Lowest Rate Guarantee does not apply to groups of 10 or more.

## C. Taxes on long-term transient lodging

- Per Virginia Taxation Statutes, when a transient has occupied a room for 90 days or more, the dealer who furnished the room or other accommodations can refund any sales tax collected and then deduct from gross sales on their return the amount of charges for which they refunded the tax. For blocks of rooms rented under rental contracts, the exemption applies to the least number of rooms rented on a given day during a continuous 90-day period; each day is the start of a new 90-day period for purposes of this calculation. Additionally, meals included in a stay as part of a package are taxable and must be separately stated from room or accommodations charges to maintain the room exemption. If the charges are lumped into a single charge, the entire transaction will be subject to tax. Va. Dept. of Tax., [Ruling of the Tax Comr. No. 20-177](#) (Oct. 6, 2020).

## D. Conference Room Rates &amp; Fees

<b>Conference Room Pricing</b>		
<b>Banquet Room</b>	<b>Standard Room Rental</b>	<b>UVA Discounted Room Rental</b>
Jefferson Ballroom	\$18,000	\$15,300
2/3 of Ballroom	\$12,000	\$10,200
½ of Ballroom	\$9,000	\$7,650
1/3 of Ballroom	\$6,000	\$5,100
James Monroe	\$550	\$467.50
Ashlawn/Highlands	\$400	\$340
Ashlawn	\$200	\$170
Highlands	\$200	\$170
Lewis/Clark	\$350	\$297.50
Clark	\$200	\$170
Lewis	\$200	\$170
Montpelier	\$250	\$212.50
Madison	\$250	\$212.50
Wilson	\$250	\$212.50
Preston	\$800	\$680
Monticello	\$200	\$170
Atrium	\$3,000	\$2,550

<b>Conference Room Discounts</b>	
<b>Total actualized room nights associated with conference</b>	<b>Minimum Percentage off total conference room rental</b>
25	25%
50	50%
75	75%

## E. AV Equipment Rental Fees

Rental Equipment	Standard Price	Description	Contract Price
Projector 3-5K	\$275		\$220
Projector 5-6K	\$425		\$340
Projector 7.5K	\$625		\$500
8x8 Tripod Screen	\$125		\$100
10Ft. HD Screen	\$125		\$100
8 Ch. Mixer	\$120		\$96
Wired Microphone	\$45	Standard Wired	\$36
Pwr. Strip	\$4		\$3.20
25' Extension Cord	\$15		\$12
Wireless Microphone	\$125	Digital Wireless mic	\$100
Powered Speaker	\$150	Stand-alone speaker on stand	\$120
Presentation Remote	\$25	Wireless Remote Presenter	\$20
LCD Projection Pkg	\$495	4K Projector/Screen and Cables	\$396
Projection Support Pkg	\$175	Screen/Cables/Set up	\$140
60" Monitor Pkg.	\$350	60" LCD Monitor and Stand	\$280
Laptop	\$125	Standard Laptop	\$100
Basic Wireless Internet	\$9.95	Per user/per day if Encore Services are used	\$5
Set up Tech	\$50	per hour	\$40

## F. Additional service charge fees:

1. 22% gratuity/service fee for catering, room rental, and AV rental. Special promotions may be sold as inclusive and will not have a separate tax and gratuity fee added.
2. Current local tax

## 4. Attrition and Cancellation Terms

A. For transient lodging (defined as being a reservation with nine or fewer rooms), please see Section 2.A.2

B. For group lodging:

1. The minimum number of rooms associated with a reservation before attrition or cancellation fees may apply is **ten rooms**.

2. All rooms that are proven to be used by persons attending the Event shall be counted in the Room Block. These include, but are not limited to: all persons who, for whatever reason, do not receive the Group rate – late reservations, corporate rates, government rates, etc.
3. Any pre and/or post nights rooms proven to be used by persons attending the Event shall be counted in the Room Block. These include, but are not limited to: all persons who, for whatever reason, do not receive the group rate – late reservations, corporate rates, government rates, etc.
4. The attrition and cancellation fees will only apply if the Hotel is unable to resell the rooms
5. Attrition or cancellation invoices will be sent after the date of the Event
6. Calculations and percentages used for lodging attrition fees are as follows:

Days before Check-in	Allowable % Attrition	% Charge beyond allowable amount
Time of reservation – 60 days	100%	0%
59 – 15 days	50%	50%
14 – 0 days	20%	70% of the quoted room price

7. Calculations and percentages used for lodging cancellation fees are as follows. Cancellation calculations are made after allowable attrition allowances have been applied. Allowable attrition must be requested by the Client in writing, and this policy will be clearly stated on the OCD. If such notice is not given, the attrition percentages do not compound.
  - a. Cancellation must be received in writing.

Days before Check-in	% Charged for cancellation of group reservation
Time of reservation – 60 days	No charge
59 – 15 days	50%
14 – 0 days	100%

C. For Catering and Conference Services:

1. The cancellation fees will only apply if the Hotel cannot book another event of at least 75% of the canceled event's anticipated revenue.
2. Attrition or cancellation invoices will be sent after the date of the scheduled event.
3. Calculations for catering cancellation and attrition fees will be based upon the food and beverage minimum agreed upon in the OCD.
4. No catering or cancellation penalty will be applied if a function is re-booked and actualized within six months of the original event date.
5. Catering and Conference Services attrition and cancellation fees are as follows:

Days before Event	Allowable Attrition / % Charge beyond allowable amount	Cancellation Percentage Amount Due
Time of Reservation – 60 days	100% / no charge	No charge
59 – 7 days	30% / 100%	50%
6 – 0 days	10%/ 100%*	100%*

\*Cancellation percentages on food and beverage are calculated based on projected net profit

**Force Majeure:**

Neither Party will be deemed in default or otherwise liable hereunder due to its inability to perform because of any fire, earthquake, flood, epidemic, accident, explosion, casualty, strike, lockout, labor controversy, riot, civil disturbance, act of public enemy, embargo, war, act of God, or any municipal, county, state, national or international ordinance or law or any executive, administrative, judicial or similar order, including orders from any governing body (which order is not the result of any act or omission to act which would constitute a default under this Agreement), or any failure or delay of any transportation, power, or other essential thing required, or similar causes beyond the Party's control. Any delay in performance will be no greater than the event of force majeure, causing the delay. If an event of force majeure continues uninterrupted for a period exceeding six calendar months, either Party may elect to terminate this Agreement upon notice to the other, but such right of termination, if not exercised, will expire immediately upon the discontinuance of the Event of force majeure.

**5. Rebates and Certificates**

- A. The Hotel will rebate the University with two complimentary room night certificates each year. The room rebate will be given in the form of room certificates that are good for one night's stay at the Hotel and will be valid for one year from the date of issue. The certificates are transferable and can be used by anyone the University assigns them to.
- B. The certificates may be sent via e-mail directly to the UCA (see section 8.A), or the certificates can be mailed to the University no later than the 30th of each January, with the expiration date reading 1 February of the subsequent year (if the certificates are sent on 30 January 2021, the expiration date should read 1 February 2022). The certificates will be sent to:

Attention: Danae Polemi  
 1001 North Emmet St.  
 PO Box 400202  
 Charlottesville, VA 22904  
[Dap2h@virginia.edu](mailto:Dap2h@virginia.edu)

If the certificates are not sent or postmarked by the date specified above (30 January), the Hotel agrees to give one additional certificate per week of delinquency. Additional certificates should be received at the above address no later than one week after the due date. The first week of oversight will be applied on 7 February and in increments of seven days after that.

- C. The Hotel will pay the University a 5% rebate (the "University rebate"). The rebate will be paid quarterly. The 5% rebate is based upon all University business paid via the Travel & Expense card ("T&E Card") to the Hotel. If the Property is SWaM certified, a 3% rebate will be paid quarterly. Proof of certification must be provided to the University and maintained throughout the term of the Agreement.
- D. The Hotel will register and participate in the annual Travel Expo. The Hotel will commit to providing a door prize with a minimum of USD \$100.00 value.
- 6. Ordering and Payment Processes**
- A. No prepayments or deposits will be required
- B. The Hotel will accept the University T&E Card as the payment method for the Hotel's Goods and Services. At the time of reservation, the Hotel will
1. Provide the University with a lodging rate as detailed in Section 3.
  2. Collect needed guest information
  3. Collect T&E Card information to be used for payment
  4. If applicable, the Hotel may also request for the University department to sign the Hotel's OCD.
- C. At the time of guest check-in, the Hotel may collect a form of payment for non-allowable charges from the guest.
- D. If there is a problem with the University's T&E Card on file to be used for payment, the Hotel will not let that disrupt the check-in process. After check-in has been completed, the Hotel will contact the University department T&E Cardholder and/or the appropriate University's T&E Card Administrator(s) (identified in section 8.A).
- E. For clarification, the University T&E Card being used for payment will:
1. Not match that of the name of the guest checking in
  2. Will not be present at the time of check-in.

3. A third-party credit card authorization form will not be required

F. At check out, the Hotel will charge University allowed charges to the T&E Card and send an itemized billing summary to the T&E Cardholder.

7. Auditing and Quality Control Services

A. The Hotel may not charge fees higher than those listed in Section 3. A monthly audit of hotel rates loaded in Concur will be conducted. If during the term of this Agreement it is discovered that the Hotel is publishing/loading higher fees than those detailed in this Agreement, then the Hotel will send a check to the University for the amount of:

a. A University contract compliance audit fee of \$200 per instance. A first time one-month grace period will be permitted for the first time incorrect rates are published, but any subsequent times will be subject to the audit fee.

B. The Hotel agrees to submit a report of all University T&E Card spend with a rebate quarterly. These reports can be mailed to the address above (Section 5.B) or electronically to:

Danae Polemi, Travel Administrator, [dap2h@virginia.edu](mailto:dap2h@virginia.edu), 434-924-4214

C. The Hotel will ensure that only allowable charges are charged to a University T&E Card. Allowable charges are: room and tax only unless otherwise specified by the cardholder. Any non-business charges (personal nature) such as movies, laundry, spa services, etc., would be classified as non-authorized. The Hotel must provide the T&E cardholder an invoice at the time of checkout detailing all charges to their T&E Card.

D. Hotel will accept bookings through Concur and will also accept T&E card information over the phone and not ask for T&E Card numbers to be faxed or e-mailed. A third-party credit card authorization form will not be required for T & E card use. Cardholders may permit the Hotel to keep their T&E card information on file for future reservations. If permission is granted, Hotel will store the University T&E Card information in a secure environment in compliance with PCI requirements. If the T&E cardholder does not grant permission, Hotel will use card information exclusively for the single transaction and then delete the information in a secure manner.

8. Contract Administrators

A. The individuals named below will serve as the identified Contract Administrators for their respective areas:

University Contract Administrator

("UCA") Danae Polemi

Travel Administrator

Department of Procurement and Supplier Diversity Services

University of Virginia

Office: 434-924-4214

[dap2h@virginia.edu](mailto:dap2h@virginia.edu)

Travel and Expense Card Administrator

Jenny Godden

Travel and Expense Card Administrator

Department of Procurement and Supplier Diversity Services

University of Virginia

Office: 434-924-4212

[jmg6dj@virginia.edu](mailto:jmg6dj@virginia.edu)

The Hotel will not make any commitments or comments or take any actions on behalf of the University without the Contract Administrator's explicit direction. The University reserves the right to change its Contract Administrator upon notice to the Hotel.

**Acceptance**

For the Rector and Visitors of the University of Virginia


Signature:   
B11A6A7E62AE4A5...

*Jennifer Glassman*  
Director, Procurement and Supplier Diversity Services

2/26/2021

\_\_\_\_\_  
Date

Hotel: Ompi-Charlottesville Virginia Corporation

Signature:   
FA8CB64000494AE...

*General Manager*

2/26/2021

\_\_\_\_\_  
Date

Name of Account Manager (Point of Contact)

Jennifer Mayo

Phone Number

434-817-6628

E-mail Address

[jmayo@omnihotels.com](mailto:jmayo@omnihotels.com)

**Tracking #2322737**



**Attachment 1**  
**Contractual**  
**Provisions**

A. Nondiscrimination

During this Agreement's performance, the Hotel will comply with the contract provisions contained in Section 2.2-4311(1) and (2) of the Code of Virginia or any successor provisions that may be applicable to this Agreement. Also, in accordance with Section 2.2-4343.1, the University does not discriminate against faith-based organizations.

B. Conflict of Interests

The Hotel represents to the University that it's entering into this Agreement with the University and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by the Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 *et seq*), the Virginia Ethics In Public Contracting Act (Va. Code 2.2-4367 *et seq*), the Virginia Governmental Frauds Act (Va. Code 18.2-498.1 *et seq*) or any other applicable law or regulation.

C. Assignment

Neither Party to this Agreement will have the right to assign this Agreement in whole or in part without the other's prior written consent.

D. Amendments

No amendment of this Agreement will be effective unless reduced to writing and executed by the University's Director of Procurement and Supplier Diversity Services and by the individual signing the Hotel's proposal or by other individuals named by either Party specified in Section E, Notices below. If the Hotel deviates from the terms of this Agreement without a written amendment, it does so at its own risk.

E. Notices

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt; or (4) if sent by facsimile, when received (as verified by sender's machine) if delivered no later than 4:00 p.m. (receiver's time) on a business day or the next business day if delivered (as verified by sender's machine) after 4:00 p.m. (receiver's time) on a business day or a non-business day. All such notices will be addressed to a party at such Party's address or facsimile number as shown below.

Contact information for the University:

Jennifer Glassman  
Director, Procurement and Supplier Diversity Services  
University of Virginia  
Carruthers Hall  
1001 N. Emmet Street  
PO Box 400202  
Charlottesville, Virginia 22904-4202  
Fax: (434) 924-6154

If to the Hotel:

F. Independent Contractor

The Hotel is not an employee of the University but is engaged as an independent contractor. The Hotel will indemnify and hold harmless the Commonwealth of Virginia, the University, and its employees and agents, concerning all withholding, Social Security, unemployment compensation, and all other taxes or amounts of any kind relating to the Hotel's performance of this Agreement. Nothing in this Agreement will be construed as authority for the Hotel to make commitments which will bind the University, or to otherwise act on behalf of the University, except as the University may expressly authorize in writing.

G. Workers' Compensation and Employers' Liability

The Hotel will (i) maintain Employers Liability coverage of at least \$100,000 and (ii) comply with all federal or state laws and regulations pertaining to Workers' Compensation Requirements for insured or self-insured programs.

H. Drug-Free Workplace

The Hotel, its agents and employees are prohibited, under the terms of this Agreement, Code of Virginia Section 2.2-4312, and the Commonwealth of Virginia, Department of Human Relations Management Policy Number 1.05, from manufacturing, distributing, dispensing, possessing, or using any unlawful or unauthorized drugs or alcohol while on University property.

During the performance of this Agreement, the Hotel agrees to 1) provide a drug-free workplace for the Hotel's employees; 2) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Hotel's workplace and specifying the actions that will be taken against employees for violations of such prohibition; 3) state in all solicitations or advertisements for employees placed by or on behalf of the Hotel that it maintains a drug-free workplace; and 4) include the provisions of the preceding clauses in every subcontract or purchase order of over \$ 10,000 so that the provisions will be binding upon each subcontractor or vendor.

For this Section, "drug-free workplace" means a site for the performance of work done in connection with a specific agreement awarded to the Hotel, the employees of whom are prohibited from engaging in the unlawful manufacturing, sale, distribution, dispensation, possession, or use of any controlled substance or marijuana during the performance of this Agreement.

I. Information Technology Access

All electronic and information technology procured through this Agreement must meet the applicable accessibility standards of Section 508 of the Rehabilitation Act of 1973 (29 USC 794d) as amended and is viewable at <http://www.section508.gov>.

Additionally, in accordance with § 2.2-3504 of the Code of Virginia, the following will apply to all information technology Agreements:

NON-VISUAL ACCESS TO TECHNOLOGY: All information technology (the "Technology") that is purchased or upgraded by the University will comply with the following non-visual access standards from the date of purchase or upgrade until the expiration of this Agreement:

- Effective, interactive control and use of the Technology will be readily achievable by non-visual means;
- Technology equipped for non-visual access will be compatible with the information technology used by other individuals with whom any blind or visually impaired user of the Technology interacts;
- Non-visual access technology will be integrated into any networks used to share communications among employees, program participants, or the public; and
- Technology for non-visual access will have the capability of providing equal access by non-visual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Compliance with the foregoing non-visual access standards will not be required if the Director of Procurement and Supplier Diversity Services, University of Virginia determines that 1) the Technology is not available with non-visual access because the essential elements of the Technology are visual and 2) non-visual equivalence is not available.

Installation of hardware, software, or peripheral devices used for non-visual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems

(including the format of the data) used for the manipulation and presentation of information will permit the installation and effective use of non-visual access software and peripheral devices.

If requested, this Agreement must provide a detailed explanation of how compliance with the foregoing non-visual access standards is achieved and a validation of concept demonstration.

J. eVA Business To Government Registration

The eVA Internet electronic procurement solution, web site portal [www.eva.virginia.gov](http://www.eva.virginia.gov), is the Commonwealth of Virginia's comprehensive electronic procurement system. The portal is the gateway for firms to conduct business with state agencies and public bodies. All agencies and public bodies are expected to utilize eVA. All firms desiring to provide goods and/or services in the Commonwealth are encouraged to participate in the eVA Internet e-procurement solution. The Hotel is required to register in the eVA Internet e-procurement solution before an award being made.

K. eVA Transaction Fee

The Hotel agrees that it is a registered eVA vendor and subject to an eVA transaction fee. The Hotel will be invoiced by the Commonwealth of Virginia, Department of General Services. Additional information is available at [www.eva.virginia.gov](http://www.eva.virginia.gov).

L. Contractor License Requirements

State statutes and regulatory agencies require that some firms be appropriately registered and licensed, or hold a permit, before performing specific types of services. If firms provide removal, repair, improvement, renovation, or construction-type services they, or a qualified individual employed by the firm, must possess and maintain an appropriate State of Virginia Class A, B, or C Contractor License (as required by applicable regulations and value of services to be performed) for the duration of this Agreement. The Hotel's responsibility is to comply with the rules and regulations issued by the appropriate State regulatory agencies.

License# \_\_\_\_\_ Type. \_\_\_\_\_

A copy of the license must be furnished upon request to the University or VASCUPP member institution.

M. Goods and Services

During the term of this Agreement, the Hotel will provide for the University the goods and services offered to the University in its proposal and/or any addenda to its proposal which has been approved in writing by the University and as may be further specified by the University in writing when it selected the Hotel.

N. Waiver

No waiver of any right hereunder will be deemed a continuing waiver. No failure on the part of either Party to exercise wholly or in part any right hereunder will prevent a later exercise of such or any other right.

O. Indemnification

The Hotel will indemnify and hold harmless The Commonwealth of Virginia, The Rector, and Visitors of the University of Virginia, and their agents, employees, and officials from any and all costs, damage or loss, claims, liability, damages, expenses (including, without limitation, attorneys' fees and expenses) caused by or arising out of the performance or nonperformance of this Agreement by the Hotel or its agents or subcontractors, including the provision of any services or products. The Hotel warrants that the products, goods, and services provided the University may be used by the University without violating any copyright, patent, or similar Property right or claim by others and will defend, indemnify and hold harmless the University (its employees and agents) from and against any such claim.

P. Governing Law

This Agreement will be governed in all respects by the laws of the Commonwealth of Virginia.

Q. Termination

If the Hotel fails to provide quality goods or services in a professional manner, solely as determined by the University, and, upon receipt of notice from the University, does not correct the deficiency, to the University's satisfaction within a reasonable period of time,

not to exceed five calendar days unless otherwise agreed to by both parties in writing, the University reserves the right to terminate this Agreement upon written notice to the Hotel.

R. Non-Appropriation

Funding for any Agreement between the University and the Hotel is dependent at all times upon the appropriation of funds by the Virginia General Assembly and/or any other organization of the Commonwealth authorized to appropriate such funds. If funding to support this Agreement is not appropriated, whether in whole or in part, this Agreement may be terminated by the University effective the last day for which appropriated funding is available.

S. Right of Audit

The University reserves the right to audit or cause to be audited the Hotel's books and accounts regarding the University's account at any time during the term of this Agreement and for three years thereafter. The Hotel will make available to the University all books and records relating to this Agreement's performance as may be requested during said period. This specifically includes but is not limited to the University's right to require that the Hotel perform self-audits within reasonable parameters established by the University.

T. Contractual Claims

This Agreement is subject to the University's policy on Contractual Claims, which is provided as Attachment 2: Procedure for Resolution of Contractual Claims.

U. Insurance

The Hotel must maintain the following insurance requirements. In no event should the Hotel construe these minimum required limits to be their limit of liability to the University. The Hotel will maintain insurance that meets or exceeds the University's requirement with insurance companies that hold at least an A- financial rating with A.M. Best Company. Upon request, the Hotel will provide to the University a valid Certificate of Insurance. The University reserves the right to approve any insurance proposed by the Hotel.

- i. Commercial General Liability Insurance provides coverage for bodily injury and property damage with a minimum combined single limit of \$1,000,000 per occurrence, including coverage for premises/operations,

products/completed operations, contractual and personal injury. \*See additional insured requirement at the end of this Section.

- ii. Automobile Liability Insurance provides coverage for bodily injury, and property damage with a minimum combined single limit of \$500,000 per accident.
- iii. Workers Compensation Insurance to provide coverage according to the Workers Compensation Act of Virginia, including Employers Liability coverage with minimum limits of \$500,000.
- iv. Property Insurance provides coverage for all property owned by the University that will be in the firm's care, custody, and control.

**\*Additional Insured:**

The University will be named an Additional Insured. The proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."

V. **Use of Agreement by Third Parties**

It is the intent of this Agreement to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution, or any University-related foundation may access this Agreement if authorized by the Hotel. Participation in this cooperative procurement is strictly voluntary. If authorized by the Hotel, this Agreement may be extended to the entities indicated above to purchase at fees in accordance with this Agreement. The Hotel will notify the University in writing of any such entities accessing this Agreement. No modification of this Agreement or execution of a separate agreement is required to participate. The Hotel will provide semi-annual usage reports for all entities accessing this Agreement. Participating entities will place their own orders directly with the Hotel. They will fully and independently administer this Agreement's use to include contractual disputes, invoicing, and payments without direct administration from the University. The University will not be held liable for any costs or damages incurred by any other participating entity due to any authorization by the Hotel to extend this



Agreement. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of this Agreement no matter the circumstances.

Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes as the need may be.

w. Favored Nations

The Hotel represents that the prices, terms, warranties, and benefits specified in its proposal are comparable to or better than the Hotel's equivalent terms to any present customer.

X. The University's Authorized Representatives

The only persons who are or will be authorized to speak or act for the University in any way with respect to this Agreement are those whose positions or names have been specifically designated in writing to the Hotel by the University's Director of Procurement and Supplier Diversity Services.

Y. Purchasing Manual

This Agreement is subject to the provisions of the Commonwealth of Virginia "Purchasing Manual for Institutions of Higher Education and Their Vendors" and any subsequent revisions, which is available on Procurement and Supplier Diversity Service's web site at: [hem.pdf \(vascupp.org\)](http://hem.pdf(vascupp.org))

Z. Small, Disadvantaged, Women-owned and Minority (SWAM) Business

Reporting The Hotel will identify and fairly consider small, disadvantaged, woman-owned, and/or minority firms for subcontracting opportunities when qualified SWAM firms are available to perform a given task in performing for the University under this Agreement.

The Hotel will submit semi-annual SWAM business reports to the University by 8 January and July. The Hotel will submit the quarterly SWAM business reports to:

Lorie Strother  
SWAM Contract Administrator  
Procurement and Supplier Diversity  
Services E-mail: [ljs8n@virginia.edu](mailto:ljs8n@virginia.edu)

The quarterly SWAM business reports will contain this information:

- SWAM firms' name, address, and phone number with which the Hotel has contracted over the specified quarterly period.
- Contact person at the SWAM firm who knows the specified information.
- Type of goods and/or services provided over the specified period of time.
- The total amount paid to the SWAM firm as it relates to the University's account.

AA. Intellectual Property Rights/Disclosure

Unless expressly agreed to the contrary in writing, all goods, products, materials, documents, reports, writings, video images, photographs, or papers of any nature, including software or computer images prepared or provided by the Hotel (or its subcontractors) for the University will not be disclosed to any other person or entity without the written permission of the University. The Hotel warrants to the University that the University will own all rights, title, and interest in any and all intellectual property rights created in the performance or otherwise arising from this Agreement, and will have full ownership and beneficial use thereof free and clear of claims of any nature by any third party including without limitation copyright or patent infringement claims. The Hotel or contractor will execute any assignments or other documents needed for the University to perfect such rights. Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research agreements administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to the University to the extent such grant or contract requires intellectual property terms to apply to subcontractors.

BB. Unauthorized Alien Use.

The Hotel warrants that it does not knowingly employ an "unauthorized alien," as such term is defined in the federal immigration Reform and Control Act of 1986. The Hotel

furthermore agrees that, during the term of this Agreement, it will not knowingly employ an unauthorized alien.

CC. Marketing

The University encourages the Hotel to appropriately and specifically market itself to applicable end-using University departments interested in the Hotel's Goods and Services. However, the Hotel will not use non-specific mass marketing formats, such as but not limited to spam, e-mails, and junk mail. If the Hotel engages in non-specific mass marketing formats, the University, in its sole discretion, may choose to terminate this Agreement.

DD. Future Goods and Services

The University reserves the right to have Hotel provide additional goods and/or services under the same pricing, terms, and conditions to make modifications or enhancements. Such additional Goods and Services may include other products, components, accessories, subsystems, or related services that are newly introduced during the term of this Agreement. Such recently introduced additional Goods and Services will be provided to the University at favored nations pricing, terms, and conditions.

EE. PCI DSS Compliance

The Hotel may accept credit card payments from the University and third parties (i.e., students, parents, etc.) for the Services described in this Agreement. The Hotel acknowledges and agrees that it is responsible for the security of any cardholder data that it processes, transmits, or stores, and warrants that the Hotel is, and will remain at all times during the term of this Agreement (and any subsequent renewal periods), in compliance with the PCI DSS [Payment Card Industry (PCI) Data Security Standard (DSS)], a copy of which is available at:

[https://www.pcisecuritystandards.org/pdfs/pci\\_dss\\_saq\\_navigating\\_dss.pdf](https://www.pcisecuritystandards.org/pdfs/pci_dss_saq_navigating_dss.pdf). The Hotel will take all necessary steps to ensure such compliance; such as but not limited to, no cardholder or magnetic stripe information will be stored in a database or internet storage device or space; only truncated card information will be provided on the sales slip provided to the cardholder; all merchant sales slip copies will be physically protected against unauthorized access; any media device storing cardholder

information (e.g., wireless terminal) will be physically protected against loss, theft or unauthorized access; and hardcopy cardholder data will be destroyed before physically disposed of. The Hotel will maintain appropriate documentation of: (1) their processing level (Level 1-4) including certification of compliance and certification of compliance for all point-of-sale software or internal processing systems that they may employ; and (2) completed Quarterly Network Scans of all outwardly facing IP addresses (as defined in PCI DSS) for those firms required to perform such scans. The Hotel further agrees to use only credit card service providers that are PCI DSS compliant for credit card processing. The Hotel will indemnify, defend and hold harmless the University and its employees, trustees, officers, and agents, from and against all damages, judgments, losses, and reasonable costs or expenses (including reasonable attorney's fee) ("Damages") arising from lawsuits, actions, claims or demands by the ("Claims") seeking compensation for personal injury or property damages caused by or attributable to any data security compromise occurring as a result of Hotel's negligence or the breach of any of Hotel's obligations herein.

FF. Red Flags Rule

In accordance with the Red Flags Rule at 16 CFR §681, under the Fair and Accurate Credit Transactions Act of 2003, if Hotel's activities under this Agreement make it a "service provider" under the Red Flags Rule, Hotel agrees to implement policies and procedures to detect relevant "red flags" of possible identity theft that may arise during Hotel's performance of its obligations under this Agreement and to provide notice to the University any red flags of which it becomes aware.

## **Attachment 2**

### **Procedure for Resolution of Contractual Claims**

The Virginia Acts of Assembly of 2006, Chapter 943, Chapter 3, Exhibit P and its attachments requires contractors with the University to submit any claims, whether for money or other relief, in writing no later than 60 days after final payment; however, written notice of the contractor's intention to file such a claim must be given at the time of the occurrence or beginning of the work upon which the claim is based.

The University's procedure for deciding such contractual claims is:

- A. The Hotel must provide the written claim to:  
Assistant Director of Procurement and Supplier Diversity Services  
University of Virginia  
100I N. Emmet Street  
P. O. Box 400202  
Charlottesville, Virginia 22904-4202
  
- B. Although the Hotel may, if it chooses, attempt to resolve its claim by dealing with a University department other than the one stated in Section A above, the Hotel must submit any unresolved claim in writing no later than 60 days after final payment to the Assistant Director of Procurement and Supplier Diversity Services if it wishes to pursue its claim.
  
- C. Upon receiving the written claim, the Assistant Director of Procurement and Supplier Diversity Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Hotel. If such a discussion is to be held, the Assistant Director of Procurement and Supplier Diversity Services will contact the Hotel and arrange such a discussion. The manner of conducting such discussion will be as the Assistant Director, and the Hotel mutually agrees.
  
- D. The Assistant Director of Procurement and Supplier Diversity Services will mail his or her decision to the Hotel within 60 days after receipt of the claim. The decision will state the reason for granting or denying the claim.

E. The Hotel may appeal the decision to:

Director of Procurement and Supplier Diversity Services  
University of Virginia  
Carruthers Hall  
100I N. Emmet Street  
PO Box 400202  
Charlottesville, Virginia 22904-4202

By providing a written statement explaining the appeal's basis within 15 days after the Hotel's receipt of the decision.

F. Upon receiving the written appeal, the Director of Procurement and Supplier Diversity Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Hotel. If such a discussion is to be held, the Director of Procurement and Supplier Diversity Services will contact the Hotel and arrange such a discussion. The manner of conducting such discussion will be the Director of Procurement and Supplier Diversity Services, and the Hotel mutually agree.

G. The Director of Procurement and Supplier Diversity Services will mail his or her decision to the Hotel within 60 days after the Director of Procurement and Supplier Diversity Services receipt of the appeal. The decision will state the reasons for granting or denying the appeal.

**Amendment 001**  
**Agreement Between**  
**The Rector and Visitors of the University of Virginia**  
**and**  
**Omni Charlottesville Virginia Corporation**

The Rector and Visitors of the University of Virginia (the "University") and Omni Charlottesville Virginia Corporation (the "Hotel") are amending the Agreement, whereby "Hotel" is contracted to provide accommodation services to the University.

Agreement Amendments are as follows:


Term Section:

The term of the Agreement is extended until December 31, 2023.

All other terms and conditions of the Agreement will remain in effect.

For the Rector and Visitors  
of the University of Virginia

Omni  
Charlottesville  
Virginia  
Corporation

DocuSigned by:  
  
7FF7ED151D20425...  
Augie Maurelli  
Vice President for Finance &  
Chief Financial Officer

  
Shaista Nizaam  
Associate Director of Sales  
Sales and Marketing

Date: 2/27/2023

Date: 2/23/23

Tracking#UVA2117104

DS  
