OPEN END AGREEMENT

Made in quadruplicate this **June 19, 2020** between the City of Quincy, Massachusetts, a Municipal Corporation within the County of Norfolk, party of the first part and:

Guardian Claims Services, Inc.
68 Evergreen Street, Suite 12
Kingston, Massachusetts 02364

party of the second part.

WITNESS: That for and in consideration of the following mutual covenants contained herein the parties agree with each other as follows:

ARTICLE I: The party of the second part agrees to the professional services or make available the following:

WORKERS COMPENSATION CASE ADMINISTRATION / MANAGEMENT & RELATED SERVICES

as set forth in the attached RFP opened May 28, 2020 at 11:00 a.m. and in its entirety to be made a part of this contract. This contract is for one (1) year beginning on July 1, 2020 through June 30, 2021. Upon satisfactory performance of the vendor and mutual acceptance; the City of Quincy may extend the contract for two (2) additional terms of one (1) year each. The contract will automatically renew upon the anniversary date of contract execution. The City of Quincy shall be named as a Certificate Holder and Additional Insured on the Certificate of Liability Insurance per this Agreement. The City is self insured and will not purchase additional insurance. The party of the first part makes no guarantee as to the services to be rendered under the terms of the contract. Services are to be performed as and when designated by the Purchase Order.

ARTICLE II: The party of the first part agrees to pay to the party of the second part upon satisfactory completion of the professional services rendered, as the amount as set forth in the attached schedule.

IN WITNESS: Whereof the respective parties hereto have caused this instrument to be duly subscribed and sealed.

This contract is conditional upon availability of funds which are subject to appropriation.

**CITY OF QUINCY**

**Director of Municipal Finance**

**City Department Head**

**Vendor’s Signature**

This contract is being signed in accordance with the complete set of specifications that were bid and opened May 28, 2020 at 11:00 a.m. and on file in the Purchasing Office.